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ABSTRACT

Based on a literature search, surveys of student library needs and library collections, and an evaluation of services available from participating educational institutions and local public and school libraries, it is concluded that library support for students enrolled in distance education programs offered through the Chinook Educational Consortium is inadequate. The establishment of a library located in the consortium's teaching center is determined to be the most feasible solution, and recommendations, along with cost estimates, are provided for proposed collections, services, and facilities and equipment. Additional recommendations are provided for improving the off-campus services of cooperating academic libraries. The following material is included in eight appendices: (1) Off-Campus Library Services--An Annotated List of Works Published since 1975; (2) 1984-85 Program Enrollments; (3) Survey of Student Library Use; (4) Community Library Services; (5) Canadian Off-Campus Library Services Survey; (6) Association of College and Research Libraries Guidelines for Extended Campus Library Services; (7) Educational Consortium Library Collections and Services Questionnaire; and (8) A Basic Library Collection for the Chinook Educational Consortium. (KM)

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STUDY ON LIBRARY SERVICES

FOR THE

CHINOOK EDUCATIONAL CONSORTIUM

Prepared By:
Sheila Latham
University of Lethbridge Library
October 1985

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ABBREVIATIONS

ABE	Adult Basic Education
AtU	Athabasca University
AU	Academic Upgrading
AVC	Alberta Vocational Centre
Aut	Automatives
BA	Bachelor of Arts
B Adm	Bachelor of Administration
CT	Clerk/Typist
ECE	Early Childhood Education
Elec	Electronics
ESL	English as a Second Language
HMO	Hotel-Motel Operations
LA	Library Arts
NP	North Peace Regional Educational Consortium
NR	Nursing Refresher
P	Pembina Educational Consortium
PE	Power Engineering
RNA	Registered Nursing Assistant
SAIT	Southern Alberta Institute of Technology
SS	Secretarial Science
UC	University of Calgary
UL	University of Lethbridge
Y	Yellowhead Region Educational Consortium

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EXECUTIVE SUMMARY

This study on library services for the Chinook Educational consortium shows that library services are important to the success of academic programs offered through the Consortium. Surveys of library collections and services available from the participating educational institutions, and locally from public and school libraries indicate that library support for the Consortium's academic programs is generally inadequate.

The final recommendations call for the establishment of a library located within the Consortium itself. Staffed by a professional librarian and a part-time clerical assistant, this library would provide a basic collection of print and non-print materials in support of the core programs offered by the Consortium. Interlibrary loans, reference and library instruction, and on-line information retrieval services are also recommended.

Initial Costs

Collections (530 titles, 640 volumes)	$31,288	
Acquisitions and Cataloguing	15,000	
Furnishings	18,195	
Equipment	7,538	
	$71,538	Total

Annual Costs

Staff, Collections, Computer Searching, etc.	$43,900	Total

INTRODUCTION

Early in 1984 Alan Wilcke, Coordinator of the Chinook Educational Consortium, became involved in a series of discussions with board members, teaching faculty, and librarians concerning the need for library services to support academic programs offered through the Consortium. Later in 1984, Alan Wilcke approached Paul Wiens, University Librarian at the University of Lethbridge, for advice about the identification of library needs. In November, in consultation with Barbara Marshalsay, Public Services Coordinator of the Lethbridge Community College Library, Paul Wiens prepared two documents: "A Preliminary Proposal for the Provision of Library Services in Support of the Chinook Educational Consortium" and "Proposal for a Study on Library Services for the Chinook Educational Consortium". Following the decision that a study was needed, the Chinook Educational Consortium entered into a contract with the University of Lethbridge Library.

The objectives of the study, as stated in the agreement are as follows:

1. The University of Lethbridge Library undertakes to provide the Chinook Educational Consortium with a report on the nature of library resources required to provide a basic level of support for the current credit programs of the Chinook Educational Consortium.

2. The Report will include a description of existing library and information services relevant to the Chinook Educational Consortium.

3. Recommendations will be made on required services and collections including a listing of books, journals, microforms, and audiovisuals for a basic core collection appropriate to the current credit programs of the Chinook Educational Consortium.

4. Recommendations will be made on the organization of the collection and its relationship to other collections, if any, in a shared facility. In the event that shared facilities are developed, recommendations will be made on the relationship of the consortium library to the shared facility.

5. Estimated costs will be prepared for the development and operation of the proposed library and information service.

6. Guidelines will be recommended for the future development of library collections to support future academic programs of the Chinook Educational Consortium.

In June of 1985, the University of Lethbridge Library hired Sheila Latham to prepare a study on library services for the Chinook Educational Consortium.

BACKGROUND INFORMATION

METHODOLOGY

The first step in this study of library services for students enroled in distance education programs offered through the Chinook Educational Consortium was a literature search in the fields of library science and education. Articles and studies were acquired, read, summarized, and organized with the interests of the Chinook Educational Consortium in mind. Information about the academic programs offered and the numbers of students enroled in programs and courses was gained from the Blairmore office of the Chinook Educational Consortium. Student library needs were assessed by means of a questionnaire distributed to the students themselves, and through interviews with faculty and continuing education administrators both in the local communities and at the participating colleges and universities in Lethbridge and Calgary.

In order to assess the availability and quality of community library resources, visits were made to school and public libraries in Blairmore, Coleman, Bellevue, and Pincher Creek. Information about library services available from the five participating educational institutions was collected through a library services survey, as well as through personal interviews with librarians responsible for services to distance education students. A questionnaire on library collections and services was also sent to the four other educational consortia in Alberta in an attempt to learn about consortium library programs elsewhere in the province.

The information gained from the various surveys and assessments pointed to the need for a library in support of the academic programs of the Chinook Educational Consortium. Options involving shared facilities with community libraries were considered and rejected. Recognizing that the development of a spearate library for the Consortium was the most feasible solution, a library collection and support services were recommended. The collection was developed with reference to course-enrolment statistics and core programs, course outlines and curriculum guides, and interviews with faculty. Library collections supporting the various academic programs were examined at the main libraries in Lethbridge and Calgary. Numerous bibliographies, catalogues and review journals were also used to select materials.

Costs were estimated on the basis of real costs identified for 75% of the titles selected, and suggested costs for equipment and furnishings listed in library supply catalogues. Costs for staff and services were based on similar costs at the University of Lethbridge Library.

LITERATURE SEARCH

In order to find out about published studies on the subject of library services to off-campus and distance education students, a literature search was done using the following indexes: Library Literature, LISA: Library Science and Information Science Abstracts, Resources in Education (ERIC), and Current Index to Journals in Education (ERIC). Additional references were found in Elaine Haworth's "Library Services to the Off-Campus and Independent Learner: A Review of the Literature" (1982) and in the "Bibliography" of B.M. Lessin's The Off-Campus Library Services Conference Proceedings (1983). The year 1975 was used as a cut-off date because information before 1975 is scant and was produced at a time when service to off-campus students was in its embryonic stage of development.

The literature retrieved through this search fell into a number of categories: the role of libraries to external education programs, guidelines for library services and the design of model programs, cooperative arrangements between libraries, surveys of student needs and surveys of services provided, and the implementation of library instruction programs for external students. By grouping the literature loosely under these categories, the following bibliographic essay provides a kind of index to the annotated bibliography in Appendix I, which briefly summarizes each item in terms of the special interests of the Chinook Educational Consortium. The articles, books, and documents themselves are available from the University of Lethbridge Library.

The Role of Libraries

The role of libraries to external education programs is the premise of most studies and the focus of several. Sheila Howard's article (1985) points out that many off-campus courses are structured and packaged in a way that hinders the development of self-directed learning skills. Reliance on packaged courses suggests that many off-campus courses are of a lesser quality than on-campus courses (Allen 1982). Faculty expectations concerning student library use are generally low. Teaching staff need to be educated about the value of libraries for distance education programs (Haworth 1982). "The academic standards of off-campus courses do suffer where there is inadequate library support for them... Academic quality and library resources are inextricably linked" (Fisher Academic Libraries 1978).

Guidelines and Models

In 1982, The Association of College and Research Libraries revised and published the "Guidelines for Extended Campus and Library Services" (ACRL 1982), reprinted in Appendix VI. The University of Wyoming describes its experiences working with the "Guidelines" and identifies the most important guideline as the provision of library personnel responsible for off-campus library services (Johnson 1984). The development of model off-campus programs are described by Cookingham (1983), who sees the key success factors as awareness, access, and availability; Mount (1980), who stresses the importance of a full-time coordinator of extension services, and Rumery (1983), who describes Michigan's Institute for Personal and Career Development Library with its off-campus regional librarians linked to on-campus librarians. Foreman (1977) describes two model programs for health science students at the University of Minnesota.

Cooperative Arrangements

Perhaps the article most relevant to the Chinook Educational Consortium is Landau and Hunt's "Cooperating With a Cooperative" (1982) which describes how an educational cooperative with three participating educational institutions shared an extension library-building and operating costs. The part-time librarian's responsibilities included the provision of required readings, the development of a core reference collection, the provision of reference and referral services, library instruction, and support for career counseling and media presentations. Other articles refer briefly to the desirability of centralized coordination of library services (Fisher 1978; Watson 1981). On a broader scale, Wilde (1984) mentions a cooperative effort in Utah where four universities and the state library worked together with eight rural communities to develop the rural library as a Community Learning and Information Centre.

Cooperative arrangements between academic libraries and local public or college libraries was the subject of numerous studies and articles. The University of Alberta Library placed reserve and deposit collections (including periodical indexes) in community libraries (Dancik 1984). The importance of providing community libraries with relevant collections, union lists of materials and microfiche or on-line catalogues of the main library's collections is supported by Forrest (1983) and McCabe (1979). Laurentian University Library made arrangements with small public and school libraries which agreed to circulate and control deposit collections in return for donations or honorariums (Mount 1980). The University of Windsor Library had its own Study Room at the Chatham Public Library where course-related reference materials and half-time professional and clerical staff were financed by the university (Soules 1978). Thomas Travis (1982) reprints a formal agreement between a college library and a public library.

Surveys of Needs and Services

Several articles about surveys of off-campus student needs emphasize students' time constraints, high learning motivation, lack of library research skills and problems related to distance from libraries (Fisher 1978; Foreman 1977; Howard 1985; Orton 1977; Robb 1983). Surveys of library services to off-campus and distance education students present views of the kinds of services provided within the geographic areas of Australia (Appleton 1979, Store 1981), Canada (Slade 1985), Great Britain (Fisher Library Services 1978), and the United States (Fisher Library Services 1978; McCabe 1979).

Library Instruction

The need for library instruction programs for off-campus and distance education students is underlined by the results of a survey of British Open University students (Nolan 1975). Methods for providing library orientation include computer-assisted instruction (Dommer 1983), video-instruction (Johanningmeier 1983), and visits by librarians teaching manual search techniques and demonstrating on-line search techniques with portable terminals (Loughead 1982, Weinstein 1983).

WORKSHOP ON LIBRARY SERVICES FOR OFF-CAMPUS AND DISTANCE EDUCATION STUDENTS

The Canadian Library Association presented at its 1985 Annual Convention in Calgary a workshop on Library Services to Off-Campus and Distance Education Students. Among the speakers was Deborah Dancik, from the University of Alberta Education Library who spoke about the importance of libraries to a quality education. Pointing out that studies have proven that students who use libraries do better work than those who don't, Dancik added that a lack of library service to off-campus and distance education students helps to ensure a second-class status for off-campus students. The ideal goal of library service to off-campus students should be to satisfy each individual student's curiosity and not to merely provide the readings recommended by faculty. Librarians must work to provide off-campus students with an access to library materials that is equivalent to the access available to on-campus students.

Barton Lessin, from Central Michigan University, explained that when designing an off-campus library services program, consideration must be given to students, faculty, librarians, administrators, and, in the United States, external agencies. Lessin emphasized the need to market the library to faculty.

Betty Bishop, from the Lakehead University, presented a formula for the development of an off-campus library support program. She recommended that planners begin with a literature search, then visit other libraries that provide off-campus services, communicate with Continuing Education faculty, identify user needs, and develop and implement goals and objectives. At the Lakehead University 75% of the students enroled in off-campus programs used library services which were facilitated by a codaphone system which allowed students to telephone the library without charge and leave messages concerning their information needs. Materials were delivered to students via Priority Post which conveniently billed the library monthly and provided a list of the locations to which materials had been delivered.

THE CHINOOK EDUCATIONAL CONSORTIUM

The Guidelines and Procedures for Community Consortia (Alberta Advanced Education, April 1984) states that "the role of the Community Consortium is to provide a range of needed higher education credit programs in regions of the province not directly served by an advanced educational institution. The role is achieved through the cooperative efforts of post-secondary institutions and other agencies who deliver, under the aegis of the community consortium, needed credit programs and services."

THE ACADEMIC PROGRAM

The identification of the core programs of study offered through the Chinook Educational Consortium was achieved through interviews with continuing education administrators and faculty, who were able to provide an indication of the duration of program offerings in the communities concerned, and through an examination of course and program enrolment statistics for 1984/85 and the Fall 1985 semester (Appendix II). During the Fall 1985 Semester, a total of 375 students were enroled in 212 different courses. The courses offered range in level from the basic level of adult education to the Masters' level in the field of Education. They range in content from the fundamental teaching of English as a second language; to the technical, with typing and power engineering; to the professional, with nursing and management; and to university liberal arts, with teleconference courses in many subjects.

The core programs offered through the Consortium are, in order of importance: (1) Academic Upgrading, (2) Business Administration, (3) Secretarial Science, and (4) Nursing (RNA, NR, BN). The education programs and courses offered by the University of Lethbridge, the University of Calgary, and Lethbridge Community College could form a fifth core area in that three institutions are offering courses in the same field (potentially for a good number of years) but the present enrolment figures do not justify the development of permanent collections in the consortium itself beyond the basic reference level in Education.

One hundred and two (102) students were enroled in 25 teleconference courses in the Fall 1985 Semester. Of the teleconference programs and courses, the Library Arts program is one area that will probably continue to generate a need for library materials in a distinct subject area. Since the other courses vary widely in subject discipline and frequency of offering, they are not considered as part of the core.

FACULTY VIEWS ON LIBRARY SERVICES

Once the core programs were identified, meetings were arranged with as many faculty as possible in order to gain details about the subject parameters of the individual courses, the kinds of assignments given to students, readings required and supplmentary, and desired audio-visual materials. All faculty interviewed said that the courses offered through the Chinook Educational Consortium were the same in content and in student performance requirements as those offered on campus in Lethbridge and Calgary. Although some teleconference courses were packaged with all required materials included, and students were not expected to read beyond their textbooks and photocopied readings, all faculty agreed that students could only benefit from access to library resources.

SURVEY OF STUDENT LIBRARY ATTITUDES AND NEEDS

In order to find out about students' library attitudes, needs, and use habits, a questionnaire was distributed to 180 Consortium students. A total of 69 completed questionnaires were returned. The results, tabulated in Appendix III provide some useful insights.

The large majority of Chinook Educational Consortium students are female, between the ages of 21 and 40. While 55% are unemployed, 37% have jobs in addition to an average course-load of 2.9 courses. More than 68% said that they have been motivated to return to school by a career change or by career advancement objectives.

Sixty-five per cent are taking courses through the Chinook Consortium for the first time, and only 25% have previously studied at the college or university level. Although 51.1% consider the use of a library necessary for academic success, the mean percentage of their courses that students felt could be completed without using a library was 67.64%. In Question 12, 56.5% of the students contradicted this statement when only 33.3% said that no library use was required for their courses (10.1% did not respond).

Questions concerning actual use patterns revealed that 34.8% of the students use public libraries at least monthly, but only 11.6% have every requested materials through interlibrary loan. Students' comments concerning their use of libraries centered upon complaints about library hours, limited resources, distant locations, and complex organization. In the context of these remarks, the educational backgrounds of the students, their reliance on small public libraries, and their lack of formal library instruction (shown in Question 16), it is interesting to note that over 60% of the students ranked their own library skills (in Questions 11 and 17) as being adequate or more than adequate. When asked if they would use a library located in the Chinook Educational Consortium, 91.2% said "yes". Only 4 students responded negatively.

In summary, the typical student enroled through the Chinook Educational Consortium is a mature, highly motivated female, unskilled in the use of libraries, but positive in her attitudes concerning libraries; both in her perception of her own ability to use libraries effectively, and in her recognition (in Questions 8 and 12) of the ways in which libraries are required for the achievement of educational goals. The survey indicates beyond a doubt that Chinook Educational Consortium students would use and learn from a library designed for their needs.

LIBRARY SERVICES IN THE CROWSNEST PASS AND PINCHER CREEK

Visits were made to four public libraries and two school libraries in the Crowsnest Pass and the town of Pincher Creek in an attempt to determine the usefulness of library collections and services in relation to the academic programs offered through the Chinook Educational Consortium. Information was gathered about library hours, staffing, interlibrary loan services, and the size and character of library collections. Collections were assessed quantitatively (through shelf-list counts) and qualitatively through shelf-scanning and inspection of titles held in reference and serials collections (see Appendix IV).

Of the four libraries visited in the Crowsnest Pass, only the Crow's Nest Consolidated High School Library has what can be described as a basic reference collection in support of an academic program. Unfortunately, the main collection of this library is uncatalogued, and at the time of my visit, students from the Chinook Educational Consortium were not permitted to borrow books from the Crow's Nest Consolidated High School Library. Shortly following my visit, the school changed its policy to allow Consortium students to borrow books for two weeks with a penalty for late books in the amount of the replacement cost of the late book(s). The 3:00 p.m. closing time is another limiting factor from the Consortium student's viewpoint.

The three public libraries in the communities of Blairmore, Coleman, and Bellevue have small recreational reading collections, generally poor reference collections, limited open hours and untrained staff. The duplication of effort involved with maintaining three small libraries within such a small geographic radius can hardly be justified. The amalgamation of the three collections and services in one facility would be a step towards the development of improved library services in the community.

In Pincher Creek the Municipal Library and the Matthew Halton Community School Library were visited. Of the two, the Matthew Halton Library provides the most useful resource from an academic perspective. Of the community libraries visited for the purposes of this study, only Matthew Halton has an index to periodicals (The Abridged Reader's Guide). Consortium students may borrow books from the library's circulating collection which is accessible during weekdays until 4:30 p.m.

COLLECTIONS AND SERVICES PROVIDED BY COLLEGE AND UNIVERSITY LIBRARIES

Information about off-campus library services provided by the colleges and universities that offer courses through the Chinook Educational Consortium was gathered with the help of the "Canadian Off-Campus Library Services Survey" form (Sandy Slade 1985). The questionnaire and results in Appendix V are particularly interesting when compared with the results of the Canada-wide survey. The libraries of the Southern Alberta Institute of Technology, the Alberta Vocational Centre, the Lethbridge Community College and the University of Lethbridge rank among the lowest in Canada in their provision of services to off-campus and distance education students. Interviews with librarians from the Athabasca University Library, the Lethbridge Community College Library, the Southern Alberta Institute of Technology Library and the University of Lethbridge Library confirmed the results of the questionnaire.

Since the programs offered in the Chinook Educational Consortium represent only a small portion of the educational programs offered by the institutions involved, the matter of library services to off-campus and distance education student enroled with these institutions is much larger than the focus of this study.

Since the dismal resources available to students in the Chinook Educational Consortium are probably typical of the situation in many other rural communities in Alberta, it is clear that universities and colleges in the province offering off-campus programs must work to improve the quality of the services they provide. With the exception of Athabasca University Library which provides a microfiche catalogue of its collection, combined with free telephone access to library staff and the circulation of materials, no library involved with the Chinook Educational Consortium provides adequate services or access to its collections for off-campus students.

The Lethbridge Community College and the University of Lethbridge Library provide small collections of materials for some courses. Located in classrooms, these mini-collections of thirty to sixty volumes provide a minimal level of support. By comparison, students taking courses on-campus can choose from large collections of materials. But off-campus students have little awareness of these collections and have difficulty obtaining materials from them.

SURVEY OF EDUCATIONAL CONSORTIUM LIBRARIES IN ALBERTA

In an attempt to learn about library services in other consortia, a Library Collections and Services Questionnaire was mailed to the four other educational consortia in Alberta. The findings, tabulated in Appendix VII, show that three out of four Consortia have permanent library collections with an average of 1500 circulating books, 91 reference books, 51 videotapes, and 36 periodicals. The Yellowhead Region Educational Consortium also has audiotapes and microcomputer courseware in its permanent collection. An analysis of the total number of items in each library's collection and enrolment statistics indicates that Pembina provides 2 items per student, North Peace provides .56 items per student and Yellowhead provides 1.2 items per student. Staffed by clerks or library technicians, these libraries provide a number of services to students and faculty, including interlibrary loans, the circulation of library materials, reference assistance, and provision of audio-visual equipment.

RECOMMENDATIONS

PROPOSAL FOR A LIBRARY FOR THE CHINOOK EDUCATIONAL CONSORTIUM

This study on library services for the Chinook Educational Consortium indicates that in general, Consortium students do not have access to the library materials they need. The provision of necessary library materials and services fall within the Consortium's role "to provide a range of needed higher education programs ... through the cooperative efforts of post-secondary institutions and other agencies who deliver, under the aegis of[*] the community consortium, needed credit programs and services." Funding for the provision of a core collection and library services which would benefit students in all programs should come from a capital grant from Alberta Advanced Education. Funding for staffing, services, and the continuing development of the core collection (in response to demonstrated needs, use patterns and core curriculum changes) should be built into the Consortium's annual operating or administrative budget.

There are three options to be considered for library services in the area but two, involving school and public libraries in the community are contingent on so many political, organizational and financial matters outside the jurisdiction of the consortium that implementation may be impossible. Option III is recommended as the most feasible and practical proposal.

I. Consortium Library Cooperative with the Crow's Nest Consolidated High School Library

The advantages of cooperating with this high school library include the availability of a high school library collection, a qualified teacher-librarian, and basic library facilities. Disadvantages include the limited open hours, the distance from the teaching centre in Blairmore, the lack of a subject catalogue to the collection, and the potential for negative feelings on the part of students who may not have been successful in high school.

A successful arrangement between the Chinook Educational Consortium and the Crow's Nest Consolidated High School Library would require a number of concessions and provisions. The Agreement would have to include the following:

1. The Chinook Educational Consortium would lend to the Crow's Nest Consolidated High School Library a collection of materials catalogued by the Dewey Decimal Classification system, as well as the necessary shelving units for storage of the materials.

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[*] Alberta Advanced Education. Guidelines and Procedures for Community Consortia. Edmonton: Alberta Advanced Education, 1984.

2. The Consortium would provide the necessary staff (a librarian and a clerical assistant) to keep the library open until 8:00 P.M. on weekdays and from 1:00 to 5:00 P.M. on either Saturday or Sunday. The consortium staff would be responsible for the continued development of relevant library collections, liaison with faculty and main campus librarians, library instruction, and the coordination of library services in other Consortium Centres.

3. The Chinook Educational Consortium would install facilities for electronic mail (for interlibrary loans between the school library and the main academic libraries) and computerized information retrieval services.

4. The Crow's Nest Pass High School Library would cooperate with the staff of the Consortium to provide reference services, interlibrary loans, and circulation services.

II. Library Cooperative with the Crowsnest Pass Municipal Library

The benefits of locating an academic collection owned by the Consortium in the same building as the public library's popular recreational reading collection are debatable. The public library has considerably fewer titles of value to the Consortium's academic program than does the Crow's Nest Consolidated High School Library. Preliminary to any kind of an agreement between the Municipal Library and the Consortium, a number of changes would be necessary involving public library service in the municipality.

The triplication of effort and expense involved with the maintenance of three small public libraries staffed by volunteers, stocked with similar collections (many donations of older material), and open only 31 hours per week in total is neither practical nor in the best interests of community library users. Whether an arrangement between the Chinook Educational Consortium and the Crowsnest Pass Municipal Library is to be considered a serious option or not, it is recommended that the three libraries consolidate their collections into one facility and hire a professional librarian.

An agreement between the Crowsnest Pass Municipal Library and the Chinook Educational Consortium would have to include the following:

1. The Chinook Educational Consortium would lend to the Crowsnest Pass Municipal Library a collection of materials catalogued by the Dewey Decimal Classification System as well as the necessary shelving units for storage of the materials, and audiovisual equipment required.

2. The Crowsnest Pass Municipal Library would hire a professional librarian and clerical staff to work with volunteers to keep the library open until 8:00 P.M. on weekdays and on one afternoon on weekends.

3. The Chinook Educational Consortium would provide a professional librarian to be responsible for the continued development of relevant library collections, liaison with faculty and librarians at the main campus libraries, library instruction, reference services, and the coordination of library services in the Consortium's teaching centres in Pincher Creek and Claresholm.

4. The Chinook Educational Consortium would install facilities for electronic mail (for interlibrary loans between the public library and the main academic libraries) and computerized information retrieval services.

5. The Crowsnest Pass Municipal Library would cooperate with the library staff of the Consortium to provide reference, interlibrary loan and circulation services.

III. A Library Located in the Chinook Educational Consortium

This option is recommended for the Consortium as the most feasible and as the most advantageous for a number of reasons:

1. The location of the library in the teaching centre provides convenient access for students and faculty.

2. The location facilitates communication between library staff and faculty concerning student assignments and resource needs.

3. There should be no negative associations with the location.

4. Audio-visual equipment available in the Consortium can also be used for library materials.

5. The proposal is not dependant upon the cooperation and goodwill of the Municipal Library Board or the Board of Education.

A. COLLECTIONS

A list of 530 recommended materials (print and non-print) was compiled with reference to course enrolment statistics and core programs, course outlines and curriculum guides, and interviews with faculty. Library collections supporting the various academic programs offered were examined at the Lethbridge Community College Library, the Lethbridge Collegiate Institute Library, the Faculty of Education's Curriculum Laboratory at the University of Lethbridge, the University of Lethbridge Library, the Alberta Vocational Centre Library and the Southern Alberta Institute of Technology Library. Numerous bibliographies, catalogues and review journals were also used to select materials.

The criteria for selection included the following:

1. The suitability of the material to the academic level of the course or program.

2. The basic content or fundamental nature of the work in relation to the scope of the subject and the academic level of the program.

3. Relevance to the curriculum, with particular attention to core programs.

4. Quality of the materials as indicated by published reviews, reading lists and faculty recommendations, or assessed on the basis of personal knowledge and experience.

5. Bibliographic content. Reference materials such as encyclopedias and handbooks which contained bibliographies of recommended supplementary readings at the end of each article were chosen over those that did not contain bibliographies.

6. Priority was given to serials that were indexed by the periodical indexes recommended for purchase by the Consortium.

The list of materials in Appendix VIII is divided into a number of categories. The Basic Reference Collection is designed to support the reference needs of students generally. Additional reference materials for core programs, and supplementary monographs (that should be allowed to circulate) are listed under broad subject headings. All of the materials are recommended for purchase. Priority numbers have been added in some areas to allow for the purchase of the collection in successive stages if funding is not available to purchase the entire collection at once.

Two areas which could have been developed further for this basic collection are career information materials and microcomputer courseware for Management. The time constraints of this study did not allow for the previewing and testing of courseware.

The Future Development of the Collection

The materials listed in Appendix VIII form the foundations of the permanent library collection. Necessary additions should be purchased on a regular basis in order to keep the collection current and relevant to the changing curriculum as the 5-year plan is implemented. To ensure that the collection continues to develop in the best way possible, it is recommended the the professional librarian recommended for the Consortium Library prepare a Collections Development Policy. The Librarian would use the Policy and a set of written selection criteria to choose materials for the library using a variety of selection sources, some of which are listed in Appendix VIII.

Under the heading "Professional Collection/Library Techniques" are a few useful serials that contain book review sections (Emergency Librarian, Quill and Quire, School Library Journal), and under "General Reference: Bibliographies" are some useful bibliographic sources (Canadian Selection, and The Subject Guide to Books in Print, etc.). The book review sections of the journals listed under various subject headings in the appendix will also be useful along with publishers' catalogues which should be acquired from the major publishers in each subject field.

Library Collections for Pincher Creek and Claresholm

Within the list of materials in Appendix VIII will be found a number of items which are identified with an asterisk. These basic reference materials should form the basis of library collections in other Consortium centres. It is recommended that the professional librarian for the Consortium's main library in Blairmore coordinate the development of collections in Pincher Creek and Claresholm.

Arrangement

The collection should be arranged according to the Library of Congress Classification Scheme. The main reason for using this system is that the libraries of the Lethbridge Community College, the University of Athabasca, the University of Calgary, and the University of Lethbridge all use the Library of Congress system. Deposit collections from these libraries could easily be integrated with the Consortium collection. Once on-line catalogues of the main campus collections are accessible in the Consortium Library, students will be requesting materials from other libraries with Library of Congress call numbers. In addition, students who continue their studies elsewhere will probably benefit from a familiarity with the classification scheme that is used in the large majority of academic libraries in North America.

B. SERVICES

Among the services that should be available from the Chinook Educational Consortium Library are the following:

1. Reference assistance with using library materials and identifying relevant sources of information obtainable from other libraries. Liaison with reference librarians in the distant academic libraries.

2. Circulation of library materials and required readings.

3. Interlibrary loan services (using electronic mail facilities to obtain materials from distant academic libraries).

   Four of the academic libraries involved with the Consortium are currently using electronic mail for interlibrary loan messaging (Athabasca University, Lethbridge Community College, University of Lethbridge, University of Calgary). The Consortium Library could easily join the network, making use of staff and procedures already in place in each of these libraries. (A brochure on Envoy 100 is included with this study.)

4. Instruction to students on the use of library materials.

5. Audio-visual equipment services.

6. Computerized information retrieval services.

   While it is important to have a number of basic indexes available in print form in the Consortium, it is impractical for the Consortium Library to buy more than those recommended in Appendix VIII when so many expensive indexes can be searched by computer. Dialog will provide access to more than 100 million items of information through more than 200 databases (e.g. access to ERIC for Education students, access to Medline and Nursing and Allied Health for Nursing students, access to Family Resources and Child Abuse and Neglect for Social Work students, etc., etc. (See the Dialog brochure included with this study.)

C. FACILITIES AND EQUIPMENT

The Library should have adequate space for materials, equipment and services. Furnishings should be provided for the storage of library materials as well as for consultation and use of library materials. Furnishings for library service points and work areas are also required.

Equipment necessary to support the collections and services described in sections A and B include microcomputers and printers, a microfiche reader, a video player and monitor, and a variety of office equipment and supplies, including a typewriter.

The library facility should be attractively designed with comfortable seating and convenient access to materials in order to make using the library a pleasant experience.

ESTIMATED COSTS OF PROPOSED LIBRARY COLLECTIONS AND SERVICES

I. COLLECTIONS

Costs by Program/Subject Area

Collection	# of Titles	Est. Cost
General & Academic Upgrading	289	$11,756
Management	71	7,674
Secretarial Science	35	2,283
Nursing	120	7,391
Education	4	1,884
Professional/Library Techniques	9	300
	530	$31,288 Can.

Costs by Format of Material

Format	# of Titles	Est. Costs
Reference Books	136	$10,679
Circulating Monographs	282	5,295
Indexes	6	2,565
Serials	32	1,774
Calendars	32	30
Films	4	3,000
Kits	3	645
Videotapes	35	7,300
	530	$31,288 Can.

Estimated number volumes in the collection:	640
Acquisitions and cataloguing costs:	$15,000.00
TOTAL COLLECTION COSTS	**$46,178.00**

II. FURNISHINGS

Shelving (5 double-faced bays 64" high)	$3,000
Periodical Shelving (2 single-faced bays)	1,000
Index table (single faced, 72" long) and 2 chairs	1,300
Dictionary stand	245
Vertical file cabinet (3 drawer legal)	350
VDT, VCR, Microfiche reader stations	1,000
Inquiry/Circulation Desk and Chair	1,200
Work area counter, cupboards, bookshelf, filing cabinet, bulletin board	1,500
Study tables (36" x 90" rectangular) & 12 chairs	2,800
Study carrells (5 carrells and chairs)	3,000
Card catalogue (4 tray unit)	200
Periodical cardex	100
Book trucks (2)	500
Lounge chairs (3) and coffee table	1,500
Plants	300
Miscellaneous (i.e. wastebaskets, signage, etc.)	200
	$18,195

III. EQUIPMENT

Microfiche reader	$300
Microcomputer terminal and keyboard	650
One 300 baud modum	275
One printer	500
Video cassette player and monitor	700
Photocopier	3,500
Typewriter	750
Audio cassette player	90
Filmstrip projector	400
	$7,165

INITIAL COSTS (EXCLUDING STAFF) $71,538 TOTAL

ANNUAL COSTS

Professional Librarian (full-time, with benefits)	$24,000
Part-time clerical with benefits	7,000
Continuing subscriptions to serials and indexes	4,500
Binding (serials)	400
Budget for 100 new titles	3,000
Envoy 100 rent and charges	800
Dialog database searches & telecommunications charges	1,000
Supplies & Sundries	2,000
Equipment maintenance	400
Library publicity and printing	300
Staff travel expenses	500
	$43,900

RECOMMENDATIONS FOR COLLEGE AND UNIVERSITY LIBRARIES

The libraries of the Alberta Vocational Centre, Lethbridge Community College, Southern Alberta Institute of Technology, University of Calgary, and the University of Lethbridge should work to improve services to off-campus and distance education students in accordance with the Association of College and Research Libraries' 1982 "Guidelines for Extended Campus Library Services" (Appendix VI). The specific guidelines considered to be most important in terms of the demonstrated needs of students enroled through the Chinook Educational Consortium are:

1. "Assumption. The academic library is primarily responsible for identifying, developing, and providing resources and services which address the information needs of its extended campus programs."

2. "Finances. The library should provide continuing financial support for addressing the needs of its extended campus community." There are two important sources of funding: the Consortium's program fund (which can fund library collections and services under operating costs) and the educational institution itself. It is imperative that library administrators become more actively involved in the planning and budgeting arrangements for off-campus programs. College and university administrations will have to be convinced that the success of off-campus and distance education programs hinges greatly upon the success of library services in support of these programs. Funds must be made available for the provision of adequate collections and staff.

3. "Personnel. Qualified library personnel should be employed to plan, implement, and evaluate library programs addressing the needs of extended campus students and faculty." Each academic library should assign one librarian and necessary support staff to be responsible for library services to off-campus students. Duties should include liaison with students, faculty, and library staff in the distant communities; the identification of resource needs and the development of collections; and the provision of services (reference, circulation, library instruction and computerized information retrieval.)

4. "Facilities. The library should provide facilities and equipment sufficient in size, number and scope to attain the objectives of the extended campus programs." The Alberta Vocational Centre and the Southern Alberta Institute of Technology Library should provide facilities for the circulation of library materials to off-campus students. An Envoy 100 system would be compatible with the electronic mail system recommended for the Consortium. Other alternatives include a codaphone message facility. Facilities for the delivery of library materials to Consortium libraries in Blairmore, Pincher Creek and Claresholm must also be provided. Various methods of delivery should be tried and evaluated.

5. "Resources. Access to library materials in sufficient number, scope, and format (print and non-print) should be provided to...accommodate the students' needs... and teaching needs." The key word is access. Immediate access to deposit collections or permanent off-campus collections developed though shared funding is important, but access to the larger main library collections is equally important.

6. "Services. The services offered students and faculty in extended campus programs should be designed to meet effectively a wide range of different information and bibliographic needs." These services include reference services (via free telephone lines), circulation services, library instruction, and bibliographic services.

   The University of Calgary Library should make its on-line catalogue available in Blairmore. Other libraries, such as the University of Lethbridge Library , undergoing the retrospective conversion of bibliographic records into machine-readable form should give priority to the subject areas taught off-campus so that computer-printed catalogues can be available in teaching centres until on-line catalogues can be accessed through microcomputers and telecommunications linkages.

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OFF-CAMPUS LIBRARY SERVICES: AN ANNOTATED LIST OF WORKS PUBLISHED SINCE 1975

Allen, G.G. "The Role of the Library in Higher Education and the Implications for the External Mode of Study: An Australian Perspective." Higher Education, 11 (1982), 531-542.

Although the importance of libraries in higher education is widely recognized and accepted, the efforts to provide library collections and services to external students are minimal. The reliance on packaged prescribed readings suggest that external programs are of a lesser quality than on-campus programs.

Appleton, Margaret and Neville Meyers. "Distance Education and the CIAE Library." Australian Academic and Research Libraries, 10 (December 1979), 247-251.

The Capricorna Institute of Advanced Education (CIAE) Library surveyed Australian academic libraries for the purpose of gaining basic planning information. Nine out of twenty libraries either had, or were planning to have an External Studies Librarian and nine also had separate external studies collections. Ten relied on deposits in other locations -- study centres, municipal libraries, etc. Few libraries had developed financial goals. In response to information gained through the survey, the CIAE Library developed some broad objectives:

(a) same day turn around with requests for materials
(b) reference services, including selection of materials by the External Studies Librarian on the student's topic
(c) preparation of bibliographies for major essay topics
(d) provision of materials and small reference collections for study centres
(e) closer cooperation between librarians and instructors
(f) frequent personal contact with students by telephone or at study centres

Association of College and Research Libraries. Standards and Accreditation Committee. "Guidelines for Extended Campus Library Services." College and Research Libraries News, 43, No.3 (March 1982), 86-88.

These guidelines provide a framework for the development of off-campus services with attention to the following areas: Planning, Finances, Personnel, Facilities, Resources, Services. See Appendix VI.

Brockman, John R. and Jane E. Klobas. Libraries and Books in Distance Education. Bentley: Western Australian Institute of Technology, 1982.

The Western Australian Institute of Technology responded to the presumed needs of off-campus students by establishing on the main campus an external studies collection. This study uses the survey method to compare and evaluate the use of W.A.I.T. libraries by on- and off-campus students. The study recommends that course writers make reading lists realistic in length, indicate which references are (a) essential (b) recommended and (c) supplementary reading, and order materials required at least nine months in advance. Library management should monitor course writers' adherence to the above recommendations, improve the dispatching of materials, develop a library guide and media presentation for students, and experiment with providing external students with bibliographic facilities equal to those on-campus.

Cookingham, Robert M. "Delivering Off-Campus Library Services in Northern California." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 146-154.

The library's program emphasizes awareness, access, and availability. To promote awareness, the library met with administrators and curriculum committees, contacted instructors as they were assigned courses, promoted resources to students and established networks with community libraries. Tools for access included printed indexes, bibliographies, on-line catalogues and subsidized bibliographic searches (done at the main campus.) Telephones with Radio Shack automatic dialers were installed at off-campus sites so that students could easily contact reference and interlibrary loan staff. Materials were made available to students through the interlibrary loan dept. of the main library.

Cookingham, Robert M. "On Campus Benefits from an Innovative Extended Campus Library Services Program." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 43-50.

The library of California State University at Chico discovered that the development of off-campus services helped to refine and further develop on-campus services. Benefits to the library included: (1) greater library involvement of faculty members, (2) increased library awareness of student needs, (3) higher usage of online bibliographic search services, (4) improved collection access and development policies, (5) expanded bibliographic instruction to patrons in the use of the library, (6) enhanced library public relations activities.

After experimenting with the provision of satellite collections of course-related circulating materials (that were not used) at remote sites, the library emphasized reference collections, on-line bibliographic search tools, and interlibrary loans.

Dancik, Deborah Bloomfield. University of Alberta Academic Library Service to Off-Campus Students. Master of Education Thesis, U. of Alberta, 1984.

Basic service to off-campus students consisted of deposit or reserve collections placed in college libraries, personal extramural loans in response to student's written requests to the campus library circulation department, and a small "travelling library" for the Nursing Program. For the MEd extended campus, core collections and indexes were purchased for 3 off-campus locations; access to the U. of A. collection was provided by a COM catalogue and the Serials List; electronic mail and the government courier facilitated the retrieval and delivery of materials; library instruction and computer searching instruction were provided by U. of A. staff; reference service was provided upon request. Recommendations for the improvement of off-campus services included the need for the University Library to take a more active part in the planning of off-campus programs with the library taking primary responsibility for funding services and collections out of its base budget, provision of professional staff, cooperative agreements wih community libraries, and a collect call telephone line for reference and bibliographic search services. Collections of course-related materials sent off-campus were to continue, hopefully, with more funding for the purchase of duplicate copies of titles needed both on and off-campus.

Dommer, Janet M. "Interactive Learning: Exploring Computer-Assisted Instruction (CAI) For Library User Education." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 65-82.

The advantages of Computer-Assisted Instruction are in its programing flexibility, availability at the student's convenience, distance portability, and effectiveness (rated higher than audio-visual presentations and self-paced texts.) Estimated costs for commercially produced and inhouse programs are provided.

Ellis, John F. and Ian Mugridge. The Open Learning Institute of British Columbia: A Case Study. Berg Papers No.8. Open Univ., Walton, Bletchley (England). Distance Education Research Group, August 1983. (ERIC ED 245578)

"Students who require library services not available in the local community can call toll-free to an OLI librarian whose office is in the Simon Fraser University Library and who has access to the university's collection on behalf of OLI students."

Fisher, R.K. "Academic Libraries and Part-time Adult Students." In R.D. Stueart and Richard D. Johnson (Eds.) New Horizons for Academic Libraries: Papers Presented at the First National Conference of the Association of College and Research Libraries, Boston, Massachusetts, November 8-11, 1978. New York: K.G. Saur, 1979, 529-533.

Because many part-time or distance education students also hold full-time jobs, their time is more constrained and less flexible than full-time students, thus increasing their need for easy access to materials, flexible loan periods, and the skills to use libraries quickly and effectively. "The academic standards of off-campus courses do suffer where there is inadequate library support for them ... Academic quality and library resources are inextricably linked." It is the responsibility of the university librarian to appoint a member of his staff to be responsible for materials and services for extension and to ensure an effective collaboration with extension staff.

Fisher, R.K. Library Services to University Extension Students in the U.S.A.: A Critical Survey, With a Comparative Assessment of Equivalent Services in Great Britain. London: The British Library, 1978.

Off-campus adult students are usually busy, highly motivated students who need convenient, fast access to library materials. The study concludes that off-campus students receive adequate library service only when there is a separate extension library, adequately funded and staffed. In a few cases, consortiums of universities offering courses in the same area have provided jointly-funded and operated extension libraries.

Foreman, Gertrude E. Analysis of Information Needs of Off-Campus Health Science Students: A Report Prepared for Area Health Education Centre University of Minnesota. Minneapolis: Minnesota University Bio-Medical Library, 1977. (ERIC ED 146937)

An analysis of students' information needs identified the need for information related to clinical problems (often related to diseases) and for study purposes. Since hospitals in rural communities are inadequate for student needs, "the development of regional centres with access to a Resource Library may provide an answer to the question of accessibility." The University of Minnesota developed a model of a Learning Resource Centre. Located in a community hospital of 100-300 beds, the centre was 750 square feet, had seating for 15 readers, was staffed by a full-time librarian and half-time clerk, had a collection of 350 reference books, 50 current journal subscriptions, and 75 audio-visual programs. The budgeted growth of the collection provided for 20 books, 3 journal subscriptions and 3 new A-V programs per year. Available equipment included A-V hardware and a computer terminal for on-line searching.

A second model was that of a health library consortium, the purpose of which was to improve access to medical information by pooling the resources of health libraries within a geographic area.

Forrest, Sue P. "Accent on Access: The Delivery of Library Service at the West Virginia College of Graduate Studies." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 164-168.

Library service was extended to 120 classes offered in 21 different locations within 16 counties. Service outlets included dozens of public libraries, a private college, two undergraduate libraries, and school libraries. Outlets were provided with microfiche copies of the main library's card catalog and relevant indexes, including ERIC, etc.

Students used an 800 telephone number to request materials from the library which were delivered by U.S. mail or faculty or librarians. A bookmobile equipped with a reference collection and audio-visual equipment was also used.

Haworth, Elaine. "Expectations of Teaching Staff Concerning Library Use by External Students." Australian Academic and Research Libraries, 13 (September 1982), 153-160.

A survey of 30 teachers showed that teachers need education in the ways that libraries can benefit external students. "One full-time professional staff member should be appointed to be responsible for: selection of materials for the External Studies Branch Library, liaison with lecturers and their external students, and user education of external students."

Haworth, D. Elaine. "Library Services to the Off-campus and Independent Learner: A Review of the Literature." Journal of Librarianship, 14, No.3 (July 1982), 157-175.

This bibliographic essay and checklist of references has an Australian emphasis. Articles, books, user studies, and government documents are discussed under such headings as "Problems for the External Student," "The Independent Learner," "Library Services to External and Independent Learners," "Library Use Studies," "User Education," "Academic and Library Use by Their Students."

Howard, Sheila. "Libraries in Distance Education." Canadian Journal of University Continuing Education, 11, No.1 (February 1985), 45-58.

Many distance education programs are structured, defined, and packaged in a way that hinders the development of students' self-directed learning skills. Students should be allowed to choose their own topics and choose their own materials, using indexes, catalogues and other library resources so that they can become responsible for their own learning. The provision of printed or microfilmed bibliographic sources, printed handouts on research methods, computer-assisted instruction in library use, and a hotline to an institutional librarian are recommended.

Jahncke, Maude W. "The Plans and Problems Involved in Extending Library Services to Off-Site Locations." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 38-42.

A major problem was in the delivery of library materials to off-campus sites. Various alternatives were tested and U.S. Mail was chosen because although it was the most expensive way, it was the fastest. Small local public libraries at seven distant education sites agreed to provide reserve book shelf space. A telephone answering service was installed to allow students to leave messages at the main library.

Johanningmeier, Jeneane. "Video Instruction: One Experience." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 59-64.

At Central Michigan University, a study on off-campus library services revealed that many students were unable to attend library instruction sessions presented by librarians. Video emerged as the most viable solution.

Johnson, Jean S. "The Wyoming Experience with the ACRL Guidelines for Extended Campus Library Services." College and Research Library News, 45, No.2 (February 1984), 86-8.

The University of Wyoming found the ACRL Guidelines useful. The most important guideline is "personnel." The University of Wyoming experience stresses the idea that "at least one person must be responsible for off-campus library services if a continuous and effective program is expected."

Landau, Judy and Judith Lin Hunt. "Cooperating With a Cooperative: Information Services For Three Institutions of Higher Education." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 96-110.

Three institutions share a common extension building and operating expenses. The part-time librarian's goals are (1) to provide required course readings (acquired from the main campus libraries), (2) to provide a core collection of reference books, etc. (3) to provide reference and (4) referral services, (5) to instruct students in the use of library materials (6) to utilize interlibrary loans, (7) to coordinate resources with courses, (8) to support academic and career counseling services, (9) to provide audio-visual equipment and (10) to institute innovative procedures.

Lessin, Barton M. The Off-Campus Library Services Conference Proceedings: St. Louis, Missouri, October 14-15, 1982. Mt. Pleasant, Michigan: Central Michigan University Press, 1983. Twenty six papers on off-campus library services cover such matters as Administration and Planning, Uses of Technology, Model Programs, Document Delivery, Bibliographic Instruction & Program Evaluation. The papers are listed alphabetically by author in this annotated list.

Library Services For Off-Campus and Distance Education Students. Proc. of the Canadian Library Association Convention workshop. Audiotape. Rec. 15 June 1985. Canadian Library Assoc., Calgary. CLA No. 80, 1CL14. 2 cassettes.

Convened by Sandy Slade (University of Victoria) this half-day session at the 1985 CLA Convention included papers by Donald Hamilton (University of Victoria) Deborah Dancik (University of Alberta), Betty Bishop (Lakehead University), and Barton Lessin, (Central Michigan University). Three of the papers are summarized on p. of this study.

Lougheed, Leo. "Extending Library Services to a Field-Based Program." College and Research Libraries News, 43, No.7 (July/August 1982), 235-7.

The Foster G. McGaw Graduate School of the National College of Education, Evanston, Illinois, offers an off-campus Master's degree. Reference librarians from NEC go to community libraries near field

sites to provide library instruction, including hands-on experience with indexes and the use of the ERIC Thesaurus for the preparation of a literature search. Ten weeks later two librarians return to the site with a portable computer terminal. On-line searches are done on the spot and print-outs of citations are delivered 10 days later. Students request materials from 3 campus libraries in the Chicago area.

McCabe, Gerard B. A Plan for Library Support of Off-Campus Continuing Education Courses. Richmond, Virginia: Virginia State Council of Higher Education, 1979. (ERIC ED 176733)

This plan favours cooperation between public and academic libraries. (Richmond is fortunate in having "a good network of public library facilities".) Universities and colleges offering off-campus courses via the Capitol Consortium for Continuing Higher Education provide outright donations or long term deposits of library materials to host libraries, (usually public libraries). The importance of union lists is emphasized. The study includes a survey of academic library services offered to off-campus students in several American states.

Mount, Joan and Joan Turple. "University Library Service for Off-Campus Students." Canadian Library Journal 37, No.1 (February 1980), 47-50.

In 1975 Laurentian University created a full-time position of library assistant for off-campus students. By 1978 an extension collection (located on-campus) of 7,000 titles had been developed, financed on a regular basis by a separate fund within the over-all library budget.

The full-time coordinator's role involves liaison with the Centre for Continuing Education, the Senate Committee on Continuing Education, the university library and all its departments, small public libraries serving off-campus students, instructors and students. Small public and secondary school libraries "receive, circulate, control and return the university's `depository collections'" in return for honorariums or book donations from the campus library. Sometimes collections are deposited in classrooms with students acting as "librarians" in exchange for reduced tuition fees, but "if a community library is open three evenings each week and several hours on Saturday the service is considered adequate." Off-campus students telephone, write, or use the interloan services of local libraries to obtain materials from the main campus library system. Other activities of the coordinator include on-line bibliographic searching and the promotion of library services to students and faculty.

Nolan, Marianne. "Library Access for Students in Nontraditional Degree Programs." Drexel Library Quarterly, 11 (1975), 16-33.

A 1972 survey of Open University students showed a heavy use of libraries and a need for formal instruction to help students use libraries more effectively. Now library skills are being taught.

Each of 13 Open University offices has a Regional Library Liaison Officer who forms a link between students, faculty, and community libraries. Libraries wishing to better serve nontraditional students should build bibliographic and reference collections to support student needs and should work to develop regional finding tools and union lists.

Orton, Larry and John Wiseman. "Library Service to Part-time Students." Canadian Library Journal, 34, No.1 (February 1977), 23-71.

Surveys of part-time on-campus students and off-campus students taking courses offered by Trent University and Queen's University showed that use of the main campus libraries was related to the distance students lived from the libraries. Suggestions for the improvement of service to off-campus students included a hot-line to the main campus reference desk, collections of books placed at off-campus teaching sites (preferably linked with the local public library) and the availability of a professional librarian assigned responsibility for developing, coordinating, and supervising all aspects of library service to part-time students.

Parnell, Stephen. "The Evolution of a Philosophy of Library Service to External Students at Riverina College of Advanced Education." Rivlibfile, 2, No.1 (Autumn 1980), 11 - 18.

Five steps to solving the problems surrounding library service to external students are (1) Advance funding for the purchase of course-related materials, (2) Provision of reading lists of items available in the library, (3) Good liaison between the External Studies Librarians and teachers concerning students' information needs, (4) Provision of annotated subject catalogues, (5) Scheduled library visits for external students.

Ream, Judith and Norman Weston. "The Effects of Innovative Extended Library Services on Total Library Operations." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 129-137.

Increased extension programs and library services have given librarians a more centralized role. The staff and budget of the library have grown in proportion to the yearly enrollment increases in external degree programs. "Library extension services play such an integral part in these programs that we have added staff when other institutions have been forced to cut."

Robb, Joan M. "Library Services for Extended Degree Students at the University of Wisconsin-Green Bay." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 111-122.

A survey of student utilization of libraries indicated that although students recognized the need for libraries in relation to their program, they were generally intimidated by university/college libraries, were unsophisticated in their research methods, and they selected libraries for research and study because of convenience (in terms of distance and time) rather than because of materials and services available. The University of Wisconsin-Green Bay implemented library instruction sessions at the main campus library for extended degree students.

Rumery, Joyce V. "Decreasing the Distance: The Library, Off-Campus Education and Technology." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 51-58.

The description of the Institute for Personal and Career Development (IPCD) Library program includes information about the structure of the current program, the population served, and current, planned, and future technology. With the current program, students have toll-free telephone lines to off-campus regional librarians and to librarians on campus who provide bibliographic and reference assistance and ultimately, books and photocopied articles requested for assignments.

Slade, Alexander. "Canadian Off-Campus Library Services Survey." Vancouver: Unpublished typescript, 1985.

Forty-two Canadian university libraries were asked to complete a questionnaire about library services for off-campus and distance education students. The responses of the twenty-four libraries involved with distance programs are listed. Those with the highest level of involvement were the libraries of Brandon University, Trent University, the University of British Columbia, the University of Ottawa and the University of Victoria. See Appendix for details.

Soules, Aline. "Off-Campus Library Services: Those Inbetween Years." Unpublished paper presented at the National Conference of the Association of College and Research Libraries, Boston, November 8-11, 1978. (ERIC ED 176730)

The University of Windsor Library's "eventual goal" is the provision of materials and service of an equivalent qualitative degree to that provided on the main campus. At present, public and college libraries cooperate with the University of Windsor to serve off-campus students. The university's first priority is to supply collections of reserve materials (up to 50 titles per course.) At the Chatham Public Library a University Study Room was added with shelving for additional course-related materials and reference titles. Finally, half the time of a professional librarian and of a clerical were financed by the University. Budgetary constraints eventually led to the suspension of purchases additional to reserve items.

Store, Ron. "Distance Education and Library Services: Planning and Implementation in a Small Regional College." Australian Academic and Research Libraries, 9, No.3 (1978), 137-147.

Three types of library collections for off-campus students are described. 1) At the University of Queensland a separate library for external students is housed on campus and books are borrowed by mail.

Students in country areas are supported with deposit collections placed in public libraries. 2) At the University of New England, a separate collection for external students was integrated with the main collection. 3) At the Townsville College of Advanced Education, study centres containing small library collections of recommended readings, core reference collections, and A-V equipment were set up because public library facilities were very poor. Permanent study centre collections contain about 740 titles. A computer file lists all materials in study centres and at the Library Resources Centre at the main campus. Interlibrary loans are encouraged. The External Studies Librarian visits off-campus libraries annually to provide bibliographic instruction.

Store, Ron. "Library Services in Distance Teaching: Present Realities and Future Possibilities." Australian Library Journal, 30, No.3 (August 1981), 82-86.

"To give the student the opportunity to choose from a wide range of resources and to develop skills associated with the use of those resources, is an important element in quality education." A 1979 survey of 36 Australian institutions offering distance education programs showed that 8 provide separate external studies collections, 15 integrate resources into the main collection, 5 have separate external collections as well as study centre collections, while four have no separate collections for external students. Among other services twenty-one provide telephone services. Some suggested ways of improving services were:

(1) to provide annotated catalogues to students
(2) provide education in the use of indexes
(3) find better delivery systems
(4) provide telephone access to the library

Travis, Thomas G. and S. Dorothy Watson. "Library Service For Noncampus Students." College and Research Libraries News, 43, No.3 (March 1982), 88.

St. John's College, New York chose a public library to serve off-campus students. The formal agreement (reprinted in the article) includes information about the colleges's funding of an additional book collection, the public library's acquisition and cataloguing of college materials, reference services, rules and regulations, etc.

Walker, Mary Ann. "A Proposal Primer." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 27-33.

The steps involved in preparing a proposal include: (1) Survey the literature, (2) Consult colleagues, (3) Explore your institution's history, (4) Outline basic assumptions, (5) Study off-campus course offerings, (6) Consult faculty, (7) Survey local library resources, (8) Explore options, (9) Make your pitch.

Watson, W.M. and E. Blackie. "Distance Learning and Libraries." University, College and Research Section of the Library Association Newsletter, No.5 (November 1981), 5-7.

Independent institutions offering distance education programs aimed at the same geographical area can benefit from centralized coordination and cooperation. Such coordination could involve cooperartive arrangements with local public libraries. Librarians must also consider publications such as traditional literature guides and the development of computer-assisted instruction on aspects of library use, designed for distance education students.

Weatherford, John W. "Prerequisites for Campus-Quality Library Services to External Degree Programs." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 34-37.

At Central Michigan University the structure of distant library service is as follows 1) the entire university collection is available; 2) delivery at costs to the external degree program proportionally less than those familiar to on-campus administrations; and 3) an organization that recognizes both the paramount needs of the client and the expertise in the library.

Weingand, Darlene E. "Library Support of an External Degree Program." College and Research Library News, 41, No.8 (September 1980), 242-3.

The Institute for Personal and Career Development (IPCD) at Central Michigan University has developed a library program for off-campus students. Students in most areas have access to a regional librarian who provides reference assistance and bibliographic instruction. The main campus library lends books and copies articles for external students. Toll-free lines enable students to contact regional and campus librarians easily.

Weinstein, Gertrude and Denny Strasser. "National College of Education's Extended Campus Library Services: A Model Program." See Lessin, B.M. The Off-Campus Library Services Conference Proceedings, 138-145.

Librarians travel to off-campus locations (schools, churches, public-libraries, businesses) and present bibliographic instruction sessions involving manual research methods. Weeks later librarians bring portable computer-search terminals to the same locations and do free searches for the students on their chosen topics. Printouts of bibliographies are provided. Students then select desired citations and phone (collect) the library hot-line in order to request the materials.

Wilde, Glenn R. "Coming to Grips With the Information Age in Rural America: An Educational and Informational Delivery Network for Rural Intermountain Communities." American Society for Information Science Bulletin, 10, No.5 (June 1984), 20-22.

In Utah four universities and the state library worked together with eight rural communities to identify barriers to rural service delivery and to develop the rural library into an effective Community Learning and Information Centre with a delivery system based on the use of telecommunications and a network for resource sharing.

Wiseman, John. "Library Services to Part-Time Students at Trent University. A Study." Unpublished study. Peterborough, 1976. (ERIC ED 157501)

A slightly revised description of this study was published in the February 1977 issue of Canadian Library Journal. See summary under Larry Orton

1984/85 PROGRAM ENROLLMENTS
JAN. 31, 1985

	STARTED FALL	ADD WINTER	TOTAL ENRLM	WITHDRAWN/ GRADUATED	WINTER TOTAL	ADD SPRING	TOTAL WINTER/ SPRING	TOTAL ENR 84/85
ACADEMIC UPGRADING								
BLAIRMORE								
Full-time	26	8	34	10	24	4	28	38
Part-time	37	11	48	27	21	34	55	82
CCPG	63	19	82	37	45	38	83	120
PINCHER CR.								
Full-time	21	12	33	10	23	-	23	33
Part-time	15	14	29	11	18	19	37	48
CCPG	36	26	62	21	41	19	60	81
SECRETARIAL SCIENCE								
Full-time	15	3	18	6	12	-	12	18
Part-time	19	18	37	21	16	-	16	37
CCPG	34	21	55	27	28	-	28	55
BUSINESS ADMINISTRATION								
Full-time	11	1	12	5	7	-	7	12
Part-time	14	15	29	14	15	-	15	29
CCPG	25	16	41	19	22	-	22	41
REGISTERED NURSING ASSISTANT								
Full-time	24	-	24	4	20	-	20	24
CCPG	24	-	24	4	20	-	20	24
BUILDING SERVICES WORKER								
Program cancelled due to lack of enrollment - 4 enrolled.								
MASTERS IN EDUCATION								
Part-time	8	14	22	8	14	-	14	22
CCPG	8	14	22	8	14	-	14	22

NURSING DEGREE

Part-time	29	-	-	29	29	-	29	29
	--	--	--	--	--	-	--	--
CCPG	29	-	-	29	29	-	29	29

COURSES

Fuel Systmes Update - CNP						9	9	
- B.C.								

CHINOOK EDUCATIONAL CONSORTIUM
FALL '85 ENROLLMENTS

PROGRAMS & COURSES	CNP	PC	CL	TOTAL
LETHBRIDGE COMMUNITY COLLEGE				
Academic Upgrading f/t	18	16	13	47
" " p/t	30	13	13	56
Secretarial Science f/t	8	-	-	8
" " p/t	21	-	-	21
Business Admin. f/t	14	-	-	14
" " p/t	35	-	-	35
Nursing Refresher	-	2	-	2
ALBERTA VOCATIONAL CENTRE				
Registered Nursing Ass't	12	-	12	24
UNIVERSITY OF LETHBRIDGE				
Nursing 3003	9	-	-	9
Early Childhood Ed.	2	5	3	10

TELECONFERENCE COURSES

PROGRAMS & COURSES	CNP	PC	CL	TOTAL
LCC				
Early Childhood Ed.	4	2	-	6
SAIT				
Medical Terminology	4	1	2	7
Anatomy & Physiology (canc)	2	1	-	3
Hotel/Motel Operations	4	1	1	6
Arrangement of Materials	1	-	-	1
Accounting 101	3	1	1	5
Accounting 201	-	-	1	1
Programmable Controller	1	1	-	2
Basic Building Op. "B"(canc)	1	1	-	2
Power Engineering 4th(canc)	1	2	2	5
Agri. Air Conditioning	1	-	1	2
Fire Protection Systems	-	1	-	1
Acquisitions	-	2	-	1
Rural Library Training	2	-	-	2

ATHABASCA UNIVERSITY

Psychology 289	3	1	6	10
Sociology 287	2	2	-	4
Philosophy 252	1	2	-	2
Accounting 253	-	4	4	8
Computing Science (canc.)	-	1	4	5
Economics 246	-	1	-	1

UNIVERSITY OF CALGARY

SOWK 311	2	2	1	6
EDTS 683	-	-	2	2
EDIS 549	-	-	2	2
EDIS 828/670	2	1	-	3
World Political Sys(senior)	9	4	10	23

Total enrollment in teleconference courses: 102

N.B.

Applications for Secretarial Science - 16
" " Business Administration - 21
" " Registered Nursing Assistant: CNP - 35
CL - 22

COMPARATIVE ENROLLMENT NUMBERS 1983/84 AND 1984/85

PROGRAM	1983/1984 P/T	1983/1984 F/T	1984/1985 P/T	1984/1985 F/T
Academic Upgrading				
Blairmore:	34	25	32	38
Pincher Creek:	13	17	48	33
Secretarial Science	31	20	37	18
Business Admin.	32	12	29	12
RNA	-	24	-	24
Masters In Ed.	4	-	22	-
Nursing Degree	6	-	29	-
Building Services Worker	-	7	-	4
Nursing Refresher	4	-	2	-
Teleconference	65	-	272	-

COMPARATIVE NUMBERS: 1984/85 - 1985/86
FALL SEMESTER

	1984/85	1985/86
Academic Upgrading CNP/PC:		
full-time	47	35
part-time	52	43
Claresholm: f/t	--	13
p/t	--	13
Secretarial Science:		
full-time	15	8
part-time	19	21
Business Administration:		
full-time	11	14
part-time	15	35
Registered Nursing Assistant	24	13
Nursing Program:	-	9
Nursing Refresher:	2	2
Teleconference Courses	56	102

N.B.

CARDSTON '85: 12 courses 40 enrollments

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: Chinook Educational Consortium

PROGRAM/OR CREDIT COURSE: Academic Upgrading - PC/CNP

DELIVERY INSTITUTION: Lethbridge Community College

SECTION 1:

NUMBER OF PROGRAM APPLICANTS: 77

NUMBER OF PROGRAM REGISTRATIONS: 77

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: -

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: -

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: 39

COURSE NAME AND NUMBER	FUNDING SOURCE CCPG	FUNDING SOURCE OTHER	# OF APPLICANTS	# OF ENROLMENTS	# ON WAITING LIST FOR THIS COURSE
Math 10	X		6	6	
Math 13	X		7	7	
Math 15	X		1	1	
Math 20	X		4	4	
Math 23	X		4	4	
Math 25	X		1	1	
Math 30	X		10	10	
Math 30A	X		1	1	
Math 31	X		1	1	
Math 33	X		6	6	
Reading 10	X		1	1	
English 13	X		8	8	
English 10	X		3	3	
English 20	X		1	1	
English 23	X		5	5	
English 30	X		10	10	
English 33	X		5	5	
Social Studies 10	X		1	1	
Social Studies 30	X		5	5	
A/C 10	X		1	1	

ALBERTA ADVANCED EDUCATION
Program Planning and Development

[illegible]
[illegible]

FALL 1985

[illegible]

PROGRAM/OR CREDIT COURSE: ______

DELIVERY INSTITUTION: ______

SECTION I:

NUMBER OF PROGRAM APPLICANTS: ______

NUMBER OF PROGRAM REGISTRATIONS: ______

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: ______

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: ______

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: ______

COURSE NAME AND NUMBER	FUNDING SOURCE		# OF APPLICANTS	# OF ENROLMENTS	# ON WAITING LIST FOR THIS COURSE
	CCPG	OTHER			
A/C 20	X		2	2	
French 30	X		1	1	
Psychology 20	X		2	2	
Record Keeping 10	X		1	1	
Typing 10	X		1	1	
Science 009	X		4	4	
Physics 10	X		1	1	
Physics 20	X		1	1	
Physics 30	X		8	8	
Physics 30A	X		3	3	
Biology 10	X		2	2	
Biology 20	X		1	1	
Biology 30	X		11	11	
Chemistry 10	X		8	8	
Chemistry 20	X		7	7	
Chemistry 30	X		7	7	
Chemistry 30A	X		2	2	

[illegible]
[illegible]

FALL 1985

CONSORTIUM: CHINOOK EDUCATIONAL CONSORTIUM

PROGRAM/OR CREDIT COURSE: ACADEMIC UPGRADING - CLARESHOLM

DELIVERY INSTITUTION: LETHBRIDGE COMMUNITY COLLEGE

SECTION 1:

NUMBER OF PROGRAM APPLICANTS: 26

NUMBER OF PROGRAM REGISTRATIONS: 26

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: ____________

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: ____________ -

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: 13

COURSE NAME AND NUMBER	FUNDING SOURCE CCPG	 OTHER	# OF APPLI-CANTS	# OF ENROL-MENTS	# ON WAITING LIST FOR THIS COURSE
Math 10	X		1	1	
Math 13	X		2	2	
Math 20	X		2	2	
Math 30	X		1	1	
English 20	X		3	3	
English 23	X		5	5	
English 30	X		2	2	
Social Studies 30	X		6	6	
GED PREP	X		2	2	
Biology 10	X		4	4	
Biology 20	X		1	1	
Biology 30	X		6	6	
Chemistry 10	X		2	2	

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: Chinook Educational Consortium

PROGRAM/OR CREDIT COURSE: Adult Upgrading - ABE (CSP/PC/CL)

DELIVERY INSTITUTION: Lethbridge Community College

SECTION I:

NUMBER OF PROGRAM APPLICANTS: 55

NUMBER OF PROGRAM REGISTRATIONS: 55

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: ______

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: ______

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: 11

COURSE NAME AND NUMBER	FUNDING SOURCE		# OF APPLI-CANTS	# OF ENROL-MENTS	# ON WAITING LIST FOR THIS COURSE
	CCPG	OTHER			
ABE Math	X		3	3	
Math 008	X		3	3	
Math 009	X		24	24	
Reading 008	X		2	2	
Reading 004	X		1	1	
Writing 004	X		1	1	
Writing 008	X		2	2	
ABE English	X		4	4	
English 009	X		10	10	
Spelling 009	X		1	1	
Science 009	X		4	4	

ALBERTA ADVANCED EDUCATION
Program Planning and Development

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: Chinook Educational Consortium

PROGRAM/OR CREDIT COURSE: Business Administration

DELIVERY INSTITUTION: Lethbridge Community College

SECTION 1:

NUMBER OF PROGRAM APPLICANTS: 55

NUMBER OF PROGRAM REGISTRATIONS: 49

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: -

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: __________

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: 6

COURSE NAME AND NUMBER	FUNDING SOURCE		# OF APPLI-CANTS	# OF ENROL-MENTS	# ON WAITING LIST FOR THIS COURSE
	CCPG	OTHER			
BUS 154 - Information Management	X		28	28	
EN 156 - English	X		12	12	
BUS 166 - Business Law	X		16	16	
ECON 181 - Macroeconomics	X		16	16	
Accounting 171 - Accounting I	X		31	31	
BUS 167 - Bus. Organization & Mngt.	X		3	3	

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: Chinook Educational Consortium

PROGRAM/OR CREDIT COURSE: Secretarial Science

DELIVERY INSTITUTION: Lethbridge Community College

SECTION 1:

NUMBER OF PROGRAM APPLICANTS: 30

NUMBER OF PROGRAM REGISTRATIONS: 30

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: -

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: ____________

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: 8

COURSE NAME AND NUMBER	FUNDING SOURCE		# OF APPLI- CANTS	# OF ENROL- MENTS	# ON WAITING LIST FOR THIS COURSE
	CCPG	OTHER			
BUS 150 - Typing	X		13	13	
BUS 142 - Business Procedures	X		8	8	
BUS 140 - Receptionist Procedures	X		9	9	
BUS 143 - Human Relations	X		8	8	
EN 134 - English	X		8	8	
Typ 106 - Beginners Typing	X		11	11	
BUS 149 - Word Processing	X		4	4	
BUS 146 - Book-keeping	X		5	5	

ALBERTA ADVANCED EDUCATION
Program Planning and Development

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: Chinook Educational Consortium

PROGRAM/OR CREDIT COURSE: Registered Nursing Assistant - BLAIRMORE

DELIVERY INSTITUTION: AVC - Calgary

SECTION 1:

NUMBER OF PROGRAM APPLICANTS: 36

NUMBER OF PROGRAM REGISTRATIONS: 12

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: 24

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: Modularized

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES:

COURSE NAME AND NUMBER	FUNDING SOURCE		# OF APPLICANTS	# OF ENROLMENTS	# ON WAITING LIST FOR THIS COURSE
	CCPG	OTHER			
	X				

ALBERTA ADVANCED EDUCATION
Program Planning and Development

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: CHINOOK EDUCATIONAL CONSORTIUM

PROGRAM/OR CREDIT COURSE: REGISTERED NURSING ASSISTANT - CLARESHOLM

DELIVERY INSTITUTION: Alberta Vocational Centre, Calgary

SECTION 1:

NUMBER OF PROGRAM APPLICANTS: 21

NUMBER OF PROGRAM REGISTRATIONS: 12

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: 9

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: Modularized

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: ____________

COURSE NAME AND NUMBER	FUNDING SOURCE CCPG	FUNDING SOURCE OTHER	# OF APPLI-CANTS	# OF ENROL-MENTS	# ON WAITING LIST FOR THIS COURSE
		X			

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: Chinook Educational Consortium

PROGRAM/OR CREDIT COURSE: B. Sc. Nursing

DELIVERY INSTITUTION: University of Lethbridge

SECTION I:

NUMBER OF PROGRAM APPLICANTS: 9

NUMBER OF PROGRAM REGISTRATIONS: 9

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: -

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION:

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: 1

COURSE NAME AND NUMBER	FUNDING SOURCE		# OF APPLICANTS	# OF ENROLMENTS	# ON WAITING LIST FOR THIS COURSE
	CCPG	OTHER			
Nursing 3003 - Epidemiology	X		9	9	

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: CHINOOK EDUCATIONAL CONSORTIUM

PROGRAM/OR CREDIT COURSE: TELECONFERENCE COURSES - BLAIRMORE/PINCHER CREEK/CLARESHOLM

DELIVERY INSTITUTION: SAIT, UNIVERSITY OF CALGARY, ATHABASCA and LCC

SECTION 1:

NUMBER OF PROGRAM APPLICANTS: 102

NUMBER OF PROGRAM REGISTRATIONS: 102

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM:

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION:

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: 24

COURSE NAME AND NUMBER	FUNDING SOURCE		# OF APPLI-CANTS	# OF ENROL-MENTS	# ON WAITING LIST FOR THIS COURSE
	CCPG	OTHER			
Medical Terminology I		X	7	7	
Anatomy & Physiology		X	3	3	
Hotel/Motel Operations		X	6	6	
Arrangement of Materials		X	1	1	
Accounting 101		X	5	5	
Accounting 201		X	1	1	
Programmable Controller		X	2	2	
Basic Building Operator "B"		X	2	2	
Power Engineering		X	5	5	
Agri Air Conditioning		X	2	2	
Fire Protections		X	1	1	
Acquisitions		X	1	1	
Rural Library Training		X	2	2	
Early Childhood Education		X	10	10	
Psychology 289		X	10	10	
Sociology 287		X	4	4	
Philosophy 252		X	2	2	
Accounting 253		X	8	8	
Computing Science		X	5	5	
Economics 246		X	1	1	

STUDENT PARTICIPATION IN COMMUNITY CONSORTIA
1985-86

FALL 1985

CONSORTIUM: ____________________

PROGRAM/OR CREDIT COURSE: ____________________

DELIVERY INSTITUTION: ____________________

SECTION 1:

NUMBER OF PROGRAM APPLICANTS: ____________

NUMBER OF PROGRAM REGISTRATIONS: ____________

NUMBER OF STUDENTS WAITING TO REGISTER IN THIS PROGRAM: ____________

NUMBER OF COURSES TO BE COMPLETED FOR GRADUATION: ____________

SECTION II :

COURSES RUN IN FALL 1985:

NUMBER OF COURSES: ____________

COURSE NAME AND NUMBER	FUNDING SOURCE CCPG	 OTHER	# OF APPLI-CANTS	# OF ENROL-MENTS	# ON WAITING LIST FOR THIS COURSE
World Political Systems		X	23	23	
EDTS 683		X	2	2	
EDIS 549		X	2	2	
EDIS 628		X	3	3	

ALBERTA ADVANCED EDUCATION
Program Planning and Development

SURVEY OF STUDENT LIBRARY USE

WITH ANSWERS IN BOLD TYPE

The objectives of this survey are to gather data about the student body and to determine your use of libraries and your attitude toward using libraries.

Instructions:

Please complete this questionnaire by checking ( ) the response that best describes your views or situation and by adding specific answers and comments as requested.

Please return the completed survey to the Consortium Office By October 11, 1985.

1. Age group

(a) under 21 **(17) 24%**
(b) 21 - 25 **(13) 18%**
(c) 26 - 30 **(9) 13%**
(d) 31 - 40 **(23) 33.3%**
(e) 41 - 50 **(4) 5.7%**
(f) 51 - 60 **0**
(g) over 60 **0**
no ans. (3) 4.3%

2. Male **(14) 20.2%** Female **(54) 78.3%** **no ans. (1) 1.4%**

3. (a) Are you employed full-time? **(11) 15.9%**
(b) Are you employed part-time? **(15) 21.7%**
(c) Are you unemployed? **(38) 55%**
No ans. (5) 7.2%

4. What is your primary reason for studying?
(a) Self-improvement **(23) 33.3%**
(b) Career change **(16) 23.2%**
(c) To upgrade job skills for career advancement **(31) 44.9%**
(d) To get a job **(9) 13%**
(e) Other. Please specify. **(5) 7.2%**

Selected specific answers: "To go to University"; "Beauty School"; "To attend college"; "Contemplating a small business".

5. Educational background. Please indicate highest level of study completed.
(a) Junior High School **(11) 15.9%**
(b) High School **(38) 55%**
(c) College or Technical School. Diploma, or number of courses completed. **(13) 18%**

(d) University. Degree, or number of courses completed. **(5) 7.2%**
No Ans. (2) 2.8%

6. How many courses have you completed through the Chinook Educational Consortium?

(a) 0 courses	(45)	65.2%
(b) 1 course	(4)	5.7%
(c) 2 courses	(1)	1.4%
(d) 3 courses	(6)	8.7%
(e) 4 courses	(1)	1.4%
(f) 5 courses	(4)	5.7%
(g) 6 courses	(2)	2.8%
(h) 7 courses	0	
(i) 8 courses	0	
(j) 9 courses	(5)	7.2%
(k) 10 courses	0	
(l) 11 courses	0	
(m) 12 courses	(1)	1.4%

7. How many courses are you currently taking?

(a) 1 course	(20)	28.9%
(b) 2 courses	(11)	15.9%
(c) 3 courses	(16)	23.2%
(d) 4 courses	(8)	11.6%
(e) 5 courses	(6)	8.7%
(f) 6 courses	(8)	11.6%

Mean No. of Courses = 2.9

8. Do you consider the use of a library necessary for academic success in your program of study?

Yes (36) 52.1%
No (29) 42.%
No Ans. (4) 5.7%

9. What percentage of your courses (if any) can you successfully complete without using a library?

(a) 0%	(6)	8.7%
(b) 25%	(1)	1.4%
(c) 33 1/3%	(3)	4.3%
(d) 50%	(9)	13%
(e) 66 2/3%	(6)	8.7%
(f) 75%	(9)	13%
(g) 100%	(18)	26%
No Ans.	(9)	13%

Mean percentage of courses that can be completed without a library - 67.64%

10. Please respond with "yes" or "no" to the following, and feel free to add comments.

(a) Are you able to reach a library during open hours?
Yes (46) 66.6% No (18) 26% No Ans. (5) 7.2%

(b) Are you able to find the books/articles/audiovisuals you need? Yes (30) 43.5% No (18) 26% No Ans. (9) 13%

(c) Do you find libraries easy or difficult to use?
Easy (48) 69.5%. Difficult (6) 8.7%. No Ans. (2) 2.8%.
Please comment.
Selected Comments: "Library Hours don't suit my schedule." "I don't know how to look anything up." "One must know how they're organized." "Been only once to library." "Need has never arisen."

(d) Do you perceive barriers, physical or otherwise to your use of libraries? ___ Please comment.**Yes (9)13%; No (47)68%**
No Ans. (17) 24%

Selected Comments: "Our library is fairly limited." "Not enough material, distance from school." "Hour away from school." "Too far from University." "Don't have time to spend there." "Library hours are inconvenient." "Library has inadequate facilities."

(e) Are you aware of differences among library materials collected by universities, technical or community colleges, special, business and public libraries?

Yes (22) 31.9%   No (34) 49.3%   No Ans. (13) 18%

11. Do you consider your current use of library research tools adequate for academic success?

(a) More than adequate	(9)	13%
(b) Adequate	(32)	46.4%
(c) Less than adequate	(15)	21.7%
No Ans.	(13)	18%

12. What kinds of library use are required for your course(s)? Check one or more.

(a) Required readings	(15)	21.7%
(b) Suggested supplementary readings	(14)	20%
(c) Assigned essays or presentations		
_____ using books	(25)	36%
_____ using magazine articles	(8)	11.6%
_____ using audiovisual materials	(7)	10.1%
(d) Study facilities (tables and chairs)	(7)	10.1%
(e) No library use required	(23)	33.3%
(f) Other	(2)	2.8%
No Ans.	(7)	10.1%

13. How often do you use libraries for your course work? Please respond in the columns at the right.

	Public Lib.	Univ.	Com.College	School Lib.	Business/ Special
(a) Daily				(1) 1.4%	
(b) Weekly	(8) 11.6%	(1) 1.4%			
(c) Monthly	(16) 23.2%	(2) 2.8%	(2) 2.8%	(2) 2.8%	
(d) Never(20)28.9%					
(e) Other(5) 7.2%					
No Ans. (5) 7.2%					

Which libraries have you used? Specific libraries mentioned: **Blairmore Public (8) 11.6%; Pincher Creek Public (5) 7.2%; Crow's Nest Consolidated High School (3) 4.3%; Coleman Public (3) 4.3%; Matthew Halton (1) 1.4%; University of Lethbridge Library (1) 1.4%; Lethbridge Public (1) 1.4%; Lethbridge Community College Library (1) 1.4%**

14. When you cannot find enough information at your local library, do you request materials from other libraries through interlibrary loan?
Yes (8) 11.6%   No (46) 66.6%   No Ans. (15) 21.7%

15. Are you satisfied with the quality and speed of the service?
Yes (6) 8.7%   No (2) 2.8%

16. (a) Have you ever received instruction in library research techniques?
Yes (20) 28.9%   No (31) 44.9%   No Ans. (18) 26%

(b) If yes, what form did the instruction take?

(10) 14.5%	a library tour
(15) 21.7%	bibliographic instruction involving the use of periodical indexes, the card catalogue, and subject bibliographies?
(16) 23%	library research assignment requiring the use of specific reference books and indexes
(5) 7.2%	a course in library skills
(5) 7.2%	other (please specify): **Specific answers: "My mother." "Worked in a public library." "Worked at Calgary Library." "Library aid." "Librarian very helpful."**

17. Please rate your own skills in the use of libraries

(a) More than adequate	(9)	13%
(b) Adequate	(38)	55%
(c) Less than adequate	(14)	20%
No Ans.	(12)	17.3%

18. Would you use a library facility and collection located at the Chinook Educational Consortium headquarters in Blairmore? **Yes (42) 60.8%**

19. Would you use a library facility and collection located at the Chinook Education Consortium office in Pincher Creek? **Yes (21) 30.4%**

YES TOTAL (63) 91.2%

5 students (7.2%) said they would use libraries located in both locations.

4 students (5.7%) said they would not use a consortium library in either location.

4 students (5.7%) did not answer.

COMMUNITY LIBRARY SERVICES IN THE CROWSNEST PASS AND PINCHER CREEK

BELLEVUE PUBLIC LIBRARY
2238 - 213 Street
Bellevue, Alberta

Hours: Monday and Thursday 3 p.m. - 5 p.m. and 6 p.m. - 8 p.m.

THE COLLECTION

Non-Fiction by Dewey		Number of Titles	
000's	General Works	55	
100's	Philosophy, Psychology, Ethics	20	
200's	Religion, Mythology	20	
300's	Social Sciences	140	
400's	Linguistics	11	
500's	Science	300	
600's	Technology	400	
700's	Fine Arts	400	
800's	Literature	120	
900's	History, Travel, Geography, Biography	800	
		2,266	TOTAL
Adult Fiction		5,738	
Juvenile		1,468	

Titles in Reference

Atlas of Alberta
Encyclopedia of the Biological Sciences
The New Book of Knowledge
Reader's Digest Atlas of Canada
Reader's Digest Great World Atlas (1977)
Reader's Digest Library of Modern Knowledge
Webster's Third New International Dictionary
World Book Encyclopedia (1979)
Van Nostrand's Scientific Encyclopedia

Bellevue Public Library - continued

Periodical Subscriptions

Alberta Report 1984+
The Beaver 1983+
Canadian Consumer 1984+
Canadian Geographic 1982+
Canadian Workshop 1982+
Equinox 1982+
Foresight 1984+
Hands 1984+
Harrowsmith 1982+
Horizon Canada 1985+
National Geographic 1970+
Reader's Digest 1983+

Collection Assessment

This library has a small recreational reading collection.

Interlibrary Loans

Available.

Staff

Volunteers.

BLAIRMORE MUNICIPAL LIBRARY

2114 - 127 Street
Blairmore, Alberta

Hours: Tuesday through Thursday 6 p.m. - 8 p.m.
Friday 3 p.m. - 5 p.m. and 6 p.m. - 8 p.m.

THE COLLECTION

Non-Fiction by Dewey		Number of Titles
000's	General Works	50
100's	Philosophy, Psychology, Ethics	100
200's	Religion, Mythology	100
300's	Social Sciences	375
400's	Linguistics	25
500's	Science	250
600's	Technology	425
700's	Fine Arts	375
800's	Literature	200
900's	Geography and History	700
921's	Biography	450
		3,100 TOTAL
Adult Fiction		5,738
Juvenile		1,468

Titles in Reference

Alberta Statutes
Alberta Regulations
Alberta: A Provincial Bibliography
Atlas of Canada
Basic Canadian Legal Terminology
Books in Print 1978-79
Canadian Business
Canadian Law
Canadian Law List
Clarke, Irwin-Bartholomew World Atlas
Gray's Encyclopedia of Biological Sciences
Grzimek's Animal Life Encyclopedia (13 vols.)
Martin's Criminal Code
Oxford Companion to Law
Random House Library of Painting and Sculpture (4 vols.)
Van Nostrand's Science Encyclopedia
Webster's New Geographical Dictionary
World Book Encyclopedia (1979 edition)

Periodical Subscriptions (Selected)

Alberta Report
Canadian Geographic
Canadian Heritage
Maclean's
National Geographic

Collection Assessment

The circulating collection is mainly recreational and practical (how-to-do-it) with limited strengths in history, fiction, and biography. The reference collection includes some good science encyclopedias and a small legal resource collection. Support for academic programs at the high school, college, and university levels is minimal.

Interlibrary Loans

The library requests specific books, articles and subjects through interlibrary loan via the Lethbridge Public Library.

Staff

The library is staffed by volunteers.

COLEMAN PUBLIC LIBRARY
8502 - 21 Avenue
Coleman, Alberta

Hours: Monday through Friday 6 p.m. - 8 p.m.
Thursday 3 p.m. - 8 p.m.

THE COLLECTION

Non-Fiction by Dewey		Number of Titles	
000	General Works	75	
100's	Philosophy, Psychology, Ethics	50	
200's	Religion, Mythology	75	
300's	Social Sciences	325	
400's	Linguistics	2	
500's	Sciences	200	
600's	Technology	225	
700's	Fine Arts	150	
800's	Literature	175	
900's	Geography and History	800	
921's	Biography	200	
		2277	Total
Adult Fiction		3600	
Juvenile		1200	
French Language		200	

Titles in Reference

Canadian Pocket Encyclopedia
Canada Year Book 1976+
Corpus Almanac of Canada 1981
Encyclopedia of Occultism and Parapsychology
Lethbridge News Index
Oxford Companion to Canadian History and Literature

Periodical Subscriptions (Selected)

Alberta History 1979+
Canadian Heritage
Imperial Oil Review
National Geographic 1965+
Nature Canada
Northern Neighbors 1972+

Collection Assessment

The circulating collection is largely recreational and popular. Standard works that should be available in a public library collection of this size are not in stock. The collection appears to have developed from donations of used books rather than from any systematic purchase of titles based on a collection development policy. Many of the books are outdated works by unknown or forgotten authors. The French language collection may be of use to students of French.

Interlibrary Loans

Staff

The library is staffed by volunteers.

CROW'S NEST CONSOLIDATED HIGH SCHOOL LIBRARY
Coleman, Alberta

Hours: September-June Monday through Friday 7:30 a.m. - 3:00 p.m.

THE COLLECTION

Non-Fiction	8,000 vols.
Fiction	2,200 vols.

Titles in Reference

Academic American Encyclopedia
Asimov's Biographical Encyclopedia of Science and Technology
Basic Electricity and Electronics
Brewer's Dictionary of Phrase and Fable
CRC Handbook of Microbiology
Canadian Almanac & Directory
Canadian Who's Who
Cassell's Encyclopedia of World Literature
Composers Since 1900
Concise Encyclopedia to Shakespeare
Corpus Almanac of Canada
Current Biography
Dictionary of Canadian Biography
Dictionary of Canadianisms
Dictionary of Sociology
Dictionary of Usage and Style
Encyclopedia Americana
Encyclopedia Britannica
Encyclopedia of World Geography
Everyman's Dictionary of Dates
Famous First Facts
Gage Senior Dictionary
Guide to Dissection
Handbook of Chemistry
Harper's Dictionary of the Bible
Historial Statistics of Canada
Holman's Handbook to Literature
The Illustrated Bible
Larousse Encyclopedia of Ancient and Medieval History
Larousse Encyclopedia of Geography
Larousse Encyclopedia of Modern Art
Larousse Encyclopedia of Music
Larousse World Mythology
Literary History of Canada
Macmillan Dictionary of Canadian Biography
Mammals of the World
Martin's Criminal Code

Titles in Reference - continued

Oxford Companion to American Literature
Oxford Companion to Canadian Literature
Oxford Companion to English Literature
Oxford Companion to Sports and Games
Oxford Dictionary of English Etymology
Oxford Dictionary of English Proverbs
Oxford English Dictionary on Historical Principles (2 vols.)
Penguin Companion to American Literature
Penguin Companion to English Literature
People's of the Earth Encyclopedia
Reader's Encyclopedia
Statesman's Yearbook
Statutes of Alberta
Taber's Cyclopedic Medical Dictionary
World Book Dictionary
World Book Encyclopedia
The World of Minerals
Worldmark Encyclopedia of the Nations
Who's Who in Shakespeare
(10 different atlases)

Periodical Subscriptions (current year only held)

Access
Alberta Report
Aramco
Bridges
Canada's Mental Health
Canadian Consumer
Canadian Geographic
Canadian Runner
Celebration
Chatelaine
Consumer Reports
Discover
Environment News/Views
Equinox
Explore
Flex
High Technology
Hockey News
Instrumentalist
Life
Maclean's
Muscle & Fitness
National Geographic
Natural History
New Internationalist
Newsweek
Outdoor Life
Reader's Digest
School Musican
Science Digest
Science Dimension

Periodical Subscriptions - continued

Science News
Scientific American
Shape
Sports Illustrated
Synergy
Time
Watershed
Wellspring
Wildlife Review
World Press Review
Young Miss

Collection Assessment

Since the circulating collection is not catalogued, an assessment by dewey decimal category was impossible. The reference and periodical collections are clearly the best available within the geographical boundaries of the Consortium. The standard reference titles held cover the main areas of the high school curriculum adequately.

Staff

The library is staffed by a teacher-librarian.

Circulation Policies

At the time of my visit to the school, a policy was in effect which did not permit the circulation of library materials to individuals who were not enrolled at the Crow's Nest Consolidated School. Shortly following my visit, a new policy was communicated by telephone to the Consortium Office, to the effect that Consortium Students can now borrow books for two weeks, afterwhich time they will be charged the full price of books kept overdue.

MATTHEW HALTON COMMUNITY SCHOOL LIBRARY
645 Davidson Avenue
Pincher Creek, Alberta

Hours: September - June Monday through Friday 8:30 a.m. - 4:30 p.m.

THE COLLECTION

Non-Fiction by Dewey		Number of Titles
000	General Works	138
100's	Philosophy, Psychology, Ethics	125
200's	Religion, Mythology	100
300's	Social Sciences	1400
400's	Linguistics	175
500's	Science	1100
600's	Technology	950
700's	Fine Arts	900
800's	Literature	700
900-919	Geography	725
920-928	Biography	525
930-971	History	1050
		7988 Total

Fiction 2100

Titles in Reference

Brewer's Dictionary of Phrase and Fable
Canada Year Book
Canadiana Encyclopedia
Dictionary of Canadian Biography
Cuddon's Dictionary of Literary Terms
Encyclopedia Britannica
Familiar Quotations (by Bartlett)
The Historical Atlas of Canada
Historical Statistics of Canada
Larousse World Mythology
The McGraw-Hill Encyclopedia of Science and Technology (1960)
The Oxford Companion to Canadian History and Literature
The Oxford Companion to English Literature
The Revised Almanac and Book of Facts
World Gazatteer
The Worldmark Encyclopedia of the Nations

Periodicals

Abridged Reader's Guide 1970+
Alberta Report
American Biology Teacher
Arts Canada
Audobon
Calgary Herald
Canadian Consumer
Canadian Geographic
Computers in Education
Consumer Reports
Creative Computing
Discover
Equinox
Lethbridge Herald
Maclean's
National Geographic
Natural History
Nature Canada
Newsweek 1980+
Omni
Outdoor Life
Owl
Plays
Popular Science
Psychology Today
Reader's Digest
School Shop
Science Digest
Science Dimension
Scientific American 1980+
Sentinel
Soviet Life
Time 1980+

Media

Filmstrips - 50 nonfiction
Kits - 100 nonfiction
Phonodiscs - 100 (literature, dance, sound effects, history)
Videotapes - 100 tapes acquired from Access (uncatalogued)

Staff

The library is staffed by one teacher-librarian and one library clerk.

PINCHER CREEK MUNICIPAL LIBRARY

Hours: Monday 10 a.m. - 12 noon; 1 p.m. - 4 p.m.
Tuesday and Thursday 2 p.m. - 4 p.m.; 7 p.m. - 9 p.m.
Wednesday 12 noon - 4 p.m.
Friday 1 p.m. - 5 p.m.
Saturday 1 p.m. - 5 p.m.

THE COLLECTION

Books	16,870	(uncatalogued)

Titles in Reference

Digest of Canadian Law
Bartlett's Familiar Quotations
Encyclopedia Britannica (15th Ed.)
Encyclopedia of World History
Family Medical Guide
Funk and Wagnall's Folklore
McGraw Hill Encyclopedia of Science and Technology
Van Nostrand Scientic Encyclopedia
Webster's New Geographical Dictionary
World Book Encyclopedia (1983)

Periodicals

Alberta Report
Byte
Canadian Consumer
Canadian Geographic
Canadian Horse
Chatelaine
Consumer Reports
Harrowsmith
Maclean's
National Geographic
Newsweek
Photo Life
Popular Mechanics
Prevention
Quill and Quire
Scientific American
Screen and Video Digest
Time
World

Interlibrary Loan

Available (through the Lethbridge Public Library).

Staff

Two paid clerical staff and four volunteers.

APPENDIX V

SUMMARY OF THE RESULTS OF THE SURVEY OF OFF-CAMPUS LIBRARY SERVICES PROVIDED BY COLLEGE AND UNIVERSITY LIBRARIES

LIBRARY NAME	CORE COLL.	SP. REQ.	REF.Q.	PHONE	ADVERT.	LIBR'N	SUPPORT	BIB. INSTR.	ONLINE	ILL.	CHARGE	ASSESS	EVAL.	TOTAL
Alta. Vocational Centre	0	1	1	1	0	0	0	0	0	0	1	0	0	4
Athabasca University	0	1	1	1	1	1	1	0	1	1	1	0	0	9
Lethbridge Community College	1	1	1	0	0	0	0	0	0	0	1	0	0	4
Southern Alta. Instit. of Tech	0	0	1	0	0	0	0	0	0	0	1	0	0	2
University of Calgary	1	1	1	0	0	0	0	1	1	1	0	1	1	8
University of Lethbridge	1	1	0	0	0	0	0	0	1	0	1	0	1	5

CANADIAN OFF-CAMPUS LIBRARY SERVICES SURVEY

In the winter of 1984, Sandy Slade from the University of Victoria Library and Barbara Webb from the Open Learning Institute of British Columbia sent a letter to forty-two Canadian university libraries outside B.C. to enquire about library services for off-campus and distance education students. Thirty-one replies were received and twenty libraries indicated that they were involved to some degree in providing services for off-campus courses and programs. Including the three B.C. universities and the Open Learning Institute, data was available on off-campus library services at twenty-four Canadian post-secondary institutions.

Based on the available literature and the information provided by the respondents, thirteen categories were established to classify the components of a comprehensive off-campus library service in Canada. A survey form was then designed to record each institution's involvement in these thirteen categories by means of "yes" and "no" responses (see Appendix). Completed survey forms were sent to nineteen of the twenty libraries which reported some off-campus activity, with a request for verification of the positive and negative replies recorded. Seventeen libraries returned their verified forms.

In order to display and compare the information in the thirteen categories from the twenty-four institutions, a Multiplan software package was used on a personal computer. For each "yes" response, a "1" was assigned and for each "no" response, a "0" was used. This provided a maximum total of 13 for each library. These institutional totals are displayed in the far right column of the spread-sheet. At the bottom of the spread-sheet are the totals by category, indicating how many institutions are involved in any of the thirteen categories.

The totals in the far right column indicate each institution's degree of involvement in off-campus library services. However, due to variations in the number and types of courses offered, the availability of appropriate technology, the geographic area involved, and other local conditions which can influence the nature of the services offered, the totals by institution are best viewed within ranges rather than assuming that each rating is hierarchically better than another. The following ranges are proposed as a model for comparing degrees of involvement:

11 - 13	high level of involvement
8 - 10	very active
5 - 7	active
0 - 4	low level of involvement

Cont'd ... ...

The results from this survey present an overview of the state of off-campus library services in Canada at present. A more in-depth discussion of the significance of the thirteen categories in off-campus library services will appear in the literature at a later date.

Alexander (Sandy) Slade
Extension Librarian
University of Victoria
Victoria, B.C.

April 30, 1985

ALS:jj

APPENDIX

CANADIAN OFF-CAMPUS LIBRARY SERVICES SURVEY

INSTITUTION: ______________________________

1. CORE COLLECTIONS:

A collection of books and articles is sent on request to the site of an off-campus course. __________

____

2. SPECIFIC REQUESTS:

The library staff sends specific material to off-campus students in response to requests received by mail or telephone. __________

____

3. REFERENCE QUERIES:

The library staff answers reference questions and conducts subject searches for off-campus students in response to requests received by mail or telephone. __________

____

4. SPECIAL TELEPHONE LINE:

The Library has a special "toll-free" telephone line for off-campus students to request library material. (Note: "toll-free" can be interpreted to mean that the Library accepts collect calls.) __________

____

5. ADVERTISEMENT OF SERVICES:

Library services for off-campus students are publicized in brochures, handbooks, and other literature which is available to all off-campus faculty and students. __________

____

REPORT OF SURVEY RESULTS BY LIBRARY: Single Value Description of Categories

LIBRARY NAME	Core Col.	Sp.Req.	Ref.Q.	Phone	Advert.	Libr'n	Support	Bib.Inst.	Online	ILL	Charge	Assess.	Eval.	TOTAL
Acadia Univ.	1	1	1	0	0	0	0	0	1	1	0	0	0	5
Athabasca Univ.	0	1	1	0	1	1	1	0	1	1	1	0	0	8
Brandon Univ.	1	1	1	1	1	1	1	1	1	1	1	1	1	13
Brock Univ.	1	0	0	0	1	0	1	1	1	1	1	1	1	9
Lakehead Univ.	1	1	1	1	1	1	1	0	1	0	1	1	1	11
Laurentian Univ.	1	1	1	1	1	0	1	0	0	1	1	1	0	9
Memorial Univ.	0	1	1	0	0	0	0	0	0	0	0	0	0	2
Mount St. Vincent U.	1	1	1	0	1	0	1	0	1	0	1	1	1	9
Open Learning Inst.	0	1	1	1	1	1	0	1	0	1	1	1	1	10
* Queen's Univ.	0	1	0	0	1	0	0	0	0	0	0	0	0	2
Simon Fraser Univ.	0	1	1	1	1	1	1	0	1	1	1	1	1	11
Trent Univ.	1	1	1	1	1	0	1	1	1	1	1	1	1	12
Univ. of Alberta	1	1	1	0	0	0	0	1	1	0	0	1	1	7
U. of Brit. Columbia	1	1	1	1	1	1	1	0	1	1	1	1	1	12
Univ. of Calgary	1	1	1	0	0	0	0	1	1	1	0	1	1	8
Univ. of Lethbridge	1	1	0	0	0	0	0	0	1	0	1	0	1	5
Univ. of Manitoba	1	1	1	0	1	1	1	1	1	1	1	1	1	12
Univ. of Ottawa	1	1	1	0	1	1	0	1	1	1	1	1	1	11
Univ. of P.E.I.	1	0	0	0	0	0	0	0	0	0	1	0	0	2
* U. of Saskatchewan	1	1	1	0	1	0	0	0	0	0	1	0	0	5
Univ. of Victoria	1	1	1	1	1	1	1	1	1	1	1	1	1	13
U. of Western Ont.	1	1	1	1	1	1	1	0	0	0	0	0	1	8
Univ. of Windsor	1	0	0	0	0	0	1	0	0	0	1	0	1	4
York Univ.	0	1	1	0	0	0	1	1	0	0	0	1	1	6
TOTAL	18	21	19	9	16	10	14	10	15	13	17	15	17	194

* verified survey form not returned

CANADIAN OFF-CAMPUS LIBRARY SERVICES SURVEY

6. LIBRARIAN:

At least one librarian has either full-time or part-time responsibilities for off-campus library services as part of the job description. ____________

---

7. SUPPORT STAFF:

At least one member of the support staff has either full-time or part-time responsibilities for off-campus library services as part of the job description. ____________

---

8. BIBLIOGRAPHIC INSTRUCTION:

A librarian provides direct bibliographic instruction to off-campus students by visits to course sites, through teleconferencing, or by use of audio-visual media such as video-tape. ____________

---

9. ONLINE BIBLIOGRAPHIC SERVICES:

Online literature searches are conducted for off-campus students on request. ____________

---

10. INTERLIBRARY LOANS:

I.L.L. requests for material not available from the "home" library are initiated by library staff on behalf of off-campus students. ____________

---

11. CHARGES FOR SERVICE:

All library services for off-campus students are provided free-of-charge. ____________

CANADIAN OFF-CAMPUS LIBRARY SERVICES SURVEY

12. NEEDS ASSESSMENTS:

The library staff undertake formal or informal needs assessments for off-campus courses and programs and use this information to plan library services. ____________

____

13. EVALUATION:

The library staff periodically review the services and resources available to off-campus students and evaluate their effectiveness. ____________

____

ADDITIONAL COMMENTS:

Association of College and Research Libraries

Guidelines for Extended Campus Library Services

1982

Definitions

The phrase "extended campus library services" covers library programs designed for non-traditional and/or continuing education students and faculty. The courses may be credit or non-credit, the students matriculated or non-matriculated, full-time or part-time, and the classes taught at a main campus, branch campus, or off-campus location.

Assumptions

1. The academic library is primarily responsible for identifying, developing, and providing resources and services which address the information needs of its extended campus programs.

2. The library's parent institution is responsible for providing support which addresses the information needs of its extended campus programs.

3. Effective services for extended campus communities may differ from established practices. The requirements of the instructional program rather than tradition should guide the library's responses to defined needs.

Planning

To identify the information needs of students and faculty in extended campus programs, and arrange to meet these needs, the library should:

1. Assess the needs of its extended campus community for library resources, services and facilities.

2. Prepare a written profile of the extended community's information needs.

3. Develop a written statement of objectives, including immediate and long-range goals, addressing the needs and outlining methods by which progress toward the attainment of these goals can be measured.

4. Involve appropriate extended academic community representatives, including the faculty, in the formation of the objectives and the regular evaluation of their achievement.

Finances

The library should provide continuing financial support for addressing the needs of the extended campus community. This financing should be:

1. Related to the formally-defined needs and demands of the instructional program.

2. Allocated on a schedule matching the parent institution's budgeting cycle.

3. Identified within the library's budget request and expenditure reporting statements.

4. Accommodated at contractual arrangements involving external agencies, including affiliated, but independently-supported libraries.

Personnel

Qualified library personnel should be employed to plan, implement, and evaluate library programs addressing the needs of extended campus students and faculty. This requires:

1. Persons with the capacity and skills to identify needs and respond to them flexibly and creatively.

2. Sufficient numbers to attain defined goals and objectives.

3. Classification, status, and salary scales for extended campus library staff that are equivalent to those provided for other library employees.

Facilities

The library should provide facilities and equipment sufficient in size, number, and scope to attain the objectives of the extended campus programs. Examples of suitable arrangements include:

1. Contracts with a non-affiliated library to provide resources and/or services.

2. An off-site library office for consultations, access to ready reference collections, online data base searching and interlibrary loan services.

3. Telephone consultation services and/or pairing of students and faculty with a staff member who will respond to their needs.

4. A branch library when a sufficient number of classes are offered at an off-site location.

Resources

Access to library materials in sufficient number, scope, and format (print and non-print) should be provided to:

1. Accommodate the students' needs in fullfilling course assignments, including required and assigned readings and research papers.

2. Accommodate teaching needs, including the preparation of instructional materials and the application of various modes of instruction.

Programs granting associate degrees should provide access to collections which meet the "Guidelines for Two-Year College Learning Resources Programs" and the "Statement on Quantitative Standards." Programs granting baccalaureate or master's degrees should provide access to collections which meet the standards defined by the "Standards for College Libraries." Programs offering doctorate degrees should provide access to collections which meet the standards defined by the "Standards for University Libraries."

Services

The services offered students and faculty in extended campus programs should be designed to meet effectively a wide range of different information and bibliographic needs. Examples of arrangements which may meet these needs include:

1. Reference assistance.

2. Electronic transmission of information.

3. Computer-assisted bibliographic and information services.

4. Instruction in bibliography and the use of information tools and equipment.

5. Assistance with non-print media and equipment.

6. Reciprocal borrowing referrals and interlibrary loan services.

APPENDIX VII

EDUCATIONAL CONSORTIUM
LIBRARY COLLECTIONS AND SERVICES QUESTIONNAIRE

Abbreviations

BC - Big Country Consortium
NP - North Peace Consortium
P - Pembina Consortium
Y - Yellowhead Consortium

Course Enrolment 1984/85

BC - 1527
NP - 2350
P - 526
Y - 2224

LIBRARY COLLECTIONS AND SERVICES QUESTIONNAIRE
(ANSWERS IN BOLD TYPE)

CONSORTIUM ______________________________

ENROLMENT FOR 1984/85 _______(Total number of students)

1. Deposit Collections

(a) Do the participating colleges and universities provide deposit collections of materials related to specific courses?
Yes **BC, NP, P, Y** No ___

(b) If yes, where are the deposit collections located? Please check ( ):
- (i) In a separate room or "library" at the Consortium headquarters. **NP, P, Y**
- (ii) In classrooms. **BC, Y**
- (iii) In a local public library.
- (iv) In a local school library.
- (v) Other (please specify). ______________________

2. Permanent Collection

(a) Does the Consortium office have its own permanent collection of library materials, supplementary to the deposit collections? Yes **NP, P, Y** No **BC**

(b) If yes, how many of the following types of materials are included in this collection?
- Reference Books **NP-200;P-25;Y-50**
- Circulating Books **NP-1000;P-1000;Y-2500**
- Periodicals **NP-50;P-10;Y-50**
- Audiotapes **NP-0,P-0;Y-30**
- Phonodiscs **NP-0;P-0;Y-0**
- Films **NP-3; P-0; Y-0**
- Videotapes **NP-75;P-50;Y-30**
- Microcomputer Courseware **NP-0; P-0; Y-8**

(c) Is the permanent collection growing? Yes **P, Y** No **NP**

(d) If yes, what is the annual budget? $**NP-n/a; P-n/a; Y-($10,000-$15,000)**

(e) Who chooses materials to be added to the collection? Please check ( ).
- (i) A professional librarian
- (ii) Teachers/Faculty **NP**
- (iii) Other (please specify) **P-(GMCC, NAIT, AU, AVC); Y-Admin.Offices & Instituion/Program Designate.**

(f) Where is this permanent collection housed? Please check ( ).
- (i) In a separate room or "Library" at the Consortium headquarters. **NP, P, Y**
- (ii) In a classroom.
- (iii) In a local public library.
- (iv) In a local school library.
- (v) Other (please specify). ______________.

3. How are interlibrary loans handled? Please check ( ).

(a) Consortium staff assist with interloan requests. **NP, P, Y**

(b) The local public or school library provides interlibray loan services to students. **P**

(c) Students and faculty arrange for interlibrary loans from their educational institutions independently by telephone or mail. **Y**

4. What other library services are offered by the Consortium Library or Office?
(a) Circulation of library materials by Consortium staff Yes NP,Y No P
(b) Study facilities (tables, chairs, carrells). How many students can be seated in your library facility? NP-12; P-15; Y-6
(c) Reference services. Please check ( ).
  (i) Assistance with finding information and using the Consortium's collection. NP, P, Y
  (ii) On-line bibliographic search services.
  (iii) Bibliographic instruction involving lectures or workshops on the use of specific library materials and research methods. NP
(d) Equipment for student use. Please check ( ) available equipment.
  (i) microfiche reader NP
  (ii) microfilm reader
  (iii) film projector and screen P, Y
  (iv) microcomputer NP, P, Y
  (v) VCR NP, P, Y
  (vi) photocopier P, Y

5. What staff are responsible for the daily operation of the Consortium library?

Professional Librarian	___
Library Technician	NP,Y
Teacher/Faculty	
Clerk/Secretary	P,Y

6. If the Consortium does not have a library at the present time, is it considering one for the future, or have you found that services provided by the participating educational institutions and the local community library are adequate for student needs?

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Please complete and return this questionnaire to:

Sheila Latham
University of Lethbridge Library 4401
University Drive
Lethbridge, Alberta
T1K 3M4

APPENDIX VIII

A BASIC LIBRARY COLLECTION

FOR THE

CHINOOK EDUCATIONAL CONSORTIUM

GENERAL COLLECTION

Priority	GENERAL REFERENCE: ALMANACS DIRECTORIES, YEARBOOKS
2	Alberta Public Sector: A Directory of Personnel in Federal, Provincial and Municipal Governments in the Province of Alberta. Edmonton: Master Publications, 1985. $41.00
1*	Calgary & Area White Pages. Edmonton: AGT, 1985.
1	Canada Year Book. Hull: Minister of Supply and Services Can., 1985. $17.00
1*	The Canadian Almanac & Directory 1985. Toronto: Copp Clark Pitman Ltd., 1985. $69.95.
2	Land, Brian. Directory of Associations in Canada. Toronto: Micromedia, 1985. $98.00
1*	Edmonton and Vicinity White Pages. Edmonton: AGT, 1985.
1*	The Iceberg Guide to Canadian Colleges and Universities. Port Credit: Iceberg Press, 1984.
2	Clarke, C.E. 1985 Corpus Almanac & Canadian Sourcebook. Don Mills: Southern Communications Ltd., 1985. $93.00 2 vols.
1*	The World Almanac and Book of Facts 1985. New York: Newspaper Enterprise Assoc., Inc., 1984. $12.95

Priority	GENERAL REFERENCE: BIBLIOGRAPHIES, LIBRARY CATALOGUES, AND UNION LISTS
1	The AGLC/AACL Union List of Serials. Calgary: SAIT Learning Resources Centre (contact Tom Skinner), 1985. Hard copy $75.00 (est.) Fiche $25.00 (est.). Includes serials in all Alberta college and government libraries.
1*	Audio/Visual Catalogue 1985. Calgary: Access Network, 1985.
1	Books in Print. (Annual). New York: Bowker. $185.00 (set) 3 vols.
1	Butler, Marian (Ed.). Canadian Books in Print. (Annual). Author and Title Index. Toronto: University of Toronto Press. $65.00
1	Butler, Marian (Ed.). Canadian Books in Print: Subject Index. Toronto: University of Toronto Press, 1985. $50.00
1	Cox, S. et al. Canadian Selection: Books and Periodicals for Libraries. Toronto: U. of T. Press, 1985. $65.00 Summary: An annotated guide to books for small libraries.
1	Subject Guide to Books in Print. (Annual). New York: Bowker. $125.00 (set). 3 vols.

Priority	GENERAL REFERENCE: BIBLIOGRAPHICIES, LIBRARY CATALOGUES, AND UNION LISTS - CONTINUED
2	Mazur, Carol and Sheila Pepper. Women in Canada: A Bibliography 1965 to 1982. Toronto: OISE Press, 1984. $5.00
1	National Film Board of Canada Film and Video Catalogue 1985/86. Montreal: National Film Board of Canada, 1985.
1	University of Calgary Library Serials List (microfiche). Calgary: University of Calgary Library, Library Technical Services, 1985. $10.00
1	University of Lethbridge Library:Serials Record File. Lethbridge: University of Lethbridge, 1985. (free).

Priority	GENERAL REFERENCE: BIOGRAPHICAL DICTIONARIES
1	Simpson, Kieran. The Canadian Who's Who. Toronto: University of Toronto Press, 1985. $85.00
1	Chambers Biographical Dictionary. Edinburgh: Chambers, 1975. $20.00
2	Wallace, William Stewart and W.A. McKay. The Macmillan Dictionary of Canadian Biography. Toronto: Macmillan, 1978. $54.95

Priority	GENERAL REFERENCE: DICTIONARIES OF WORDS AND QUOTATIONS
2	Avis, Walter. A Concise Dictionary of Canadianisms. Toronto: Gage, 1973. $9.75

Priority	GENERAL REFERENCE: DICTIONARIES OF WORDS AND QUOTATIONS
1*	Avis, Walter S. The Gage Canadian Dictionary. Toronto: Gage, 1982. $29.95
1	Bartlett, John. Bartlett's Familiar Quotations. Boston: Little, 1980. $35.00
1	Brewer, Ebenezer C. Dictionary of Phrase and Fable. London: Cassell, 1981. £9.95
1	Colombo, John Robert. Colombo's Concise Canadian Quotations. Edmonton: Hurtig, 1976. $9.95.
1*	Harrap's New College French & English Dictionary. Lincolnwood: National Textbook Co., 1983. $23.95

Priority	GENERAL REFERENCE: DICTIONAIRIES OF WORDS AND QUOTATIONS-CONTINUED
1	Robert, Paul. Le Petit Robert:Dictionnaire Alphabetique & Analogique de La Langue Francaise. Paris: Societe du Nouveau Littre, 1970. $25.00 (est.)
1*	Roget's II: The New Thesaurus. Boston: Houghton Mifflin Co., 1980. $10.95 (U.S.)
1	The Shorter Oxford English Dictionary on Historical Principles. Oxford: Oxford University Press, 1973. $150.00 (Can.).
1	Weiner, E.S.C. The Oxford Guide to English Usage. Oxford: Oxford University Press, 1983. $20.00 (est.)
1	Benet, William R. The Reader's Encyclopedia. New York: T.Y. Crowell, 1965. $18.22
1*	The Canadian Encyclopedia. Edmonton: Hurtig, 1985-6. $175.00 3 vols.
2	Frazer, James G. The New Golden Bough: A New Abridgment of the Classic Work. New York: Criterion, 1959. $21.95
1	Leach, Maria. Funk and Wagnall's Standard Dictionary of Folklore, Mythology and Legend. New York:T.Y. Crowell. $22.95
1	The New Encyclopedia Britannica. Chicago: Encyclopedia Britannica Inc., 1985. $1088.00 32 vols.
1	The New English Bible With the Apocrypha: Oxford Study Edition. New York: Oxford University Press Inc., 1976.
2	Sills, David L. International Encyclopedia of the Social Sciences. New York: Macmillan and the Free Press, 1977. $310.00 (U.S.) 18 vols.
1	Turner, John. The Encyclopedia of Social Work 17th ed. and Supplements of the 17th Edition (3 vols.) Silver Springs, M.D.:National Association of Social Workers. 1977-1983. $48.00

Priority	GENERAL REFERENCE: ENGLISH
1*	Abrams, M.H. A Glossary of Literary Terms. New York:Holt, Rinehart & Winston, 1981. $11.95
1*	Heath, Jeffrey M. Profiles in Canadian Literature, Vols. 1-4. Toronto: Dundurn Press, 1980-1982. 4 vols.
1*	Holman, Hugh. A Handbook to Literature. Indianapolis: Bobbs-Merrill, 1980.
1	Klinck, Carl F. A Literary History of Canada: Canadian Literature in English. 3 vols. Toronto: University of Toronto Press, 1976. $12.50 each (pb) (37.50 set) 3 vols.

Priority	GENERAL REFERENCE:ENGLISH - CONTINUED
1	The Oxford Companion to English Literature. Oxford: Oxford University Press, 1985.
1*	Quirk, Randolph. A Concise Grammar of Contemporary English. New York: Harcourt Brace Jovanovich, 1973. $30.00
1	Toye, William. The Oxford Companion to Canadian Literature. Oxford: Oxford University Press, 1983.
1	Wells, Stanley W. Shakespearean Illustrated Dictionary. New York: Oxford Univ. Press, 1978.

Priority	GENERAL REFERENCE: HISTORY AND GEOGRAPHY
1	Dunan, Marcel. Larouse Encyclopedia of Ancient and Medieval History. Middlesex: Hamlyn, 1965. $20.00 (est.)
1	Dunan, M. Larousse Encyclopedia of Modern History From 1500 to the Present. Middlesex: Hamlyn, 1974. $20.00 (est.)
1	Granatstein, J.L. and Paul Stevens. A Reader's Guide to Canadian History: 2: Confederation to the Present. Toronto: University of Toronto Press, 1982. $7.95 pb
2	Grun, Bernard. The Timetables of History: A Horizontal Linkage of People and Events. New York: Simon & Schuster, 1982. $15.95
1	Leacy, F.H. (Ed.). Historical Statistics of Canada. Ottawa:Minister of Supply and Services Canada, 1983. $60.00
1	Muise, D.A. A Reader's Guide to Canadian History: 1: Beginnings to Confederation. Toronto: University of Toronto Press, 1982. $7.95 pb
2	Webster's New Geographical Dictionary. Springfield:Merrian-Webster Inc., 1984. $17.50 U.S.
1*	Whittow, John B. The Penguin Dictionary of Physical Geography. Harmondsworth: Penguin, 1984. $8.95
1*	The Worldmark Encyclopedia of the Nations. New York: Worldmark Press, 1984. 5 vols. $199.00 U.S. (set).

Priority	ATLASES
1*	Alberta Report. The Atlas of Alberta. Edmonton: Interwest Publications, 1984. $20.00 est.
1*	Daly, Ronald C. The Macmillan School Atlas. New Metric Edition. Toronto: Gage Pub.,1982. $10.45

Priority	ATLASES - continued
1*	*Hammond's Historical Atlas*. Agincourt: Book Society, 1981. $4.60
1*	*Historical Atlas of Canada*. Don Mills: Nelson, 1978. $13.70
1*	*Rand McNally New College World Atlas*. Chicago: Rand McNally, 1984. $15.95

Priority	GENERAL REFERENCE: SCIENCE
2	Banfield, A.W.F. *The Mammals of Canada*. Toronto: University of Toronto Press, 1981.
2	Hosie, R.C. *Native Trees of Canada*. Don Mills: Fitzhenry & Whiteside, 1979.
2	Lerner, Rita G. and George Trigg. *Encyclopedia of Physics*. Reading: Addison-Wesley, 1981.
1*	*The McGraw-Hill Encyclopedia of Science & Technology*. New York: McGraw-Hill, 1982. $935.00
1*	Smith, David (Ed.). *The Cambridge Encyclopedia of Earth Sciences*. Toronto: Prentice-Hall Canada Inc., 1981.
1*	Weast, R.C. *CRC Handbook of Chemistry and Physics*. Boca Raton , Florida, CRC Press, 1985. $74.95
1	West, Beverly Henderson. *The Prentice-Hall Encyclopedia of Mathematics*. Englewood Cliffs: Prentice-Hall, 1982.

Priority	GENERAL REFERENCE: STYLE MANUALS
1	Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: Modern Language Assoc. of America, 1984. $7.50
1*	Northey, Margot. *Making Sense: A Student's Guide to Writing and Style*. Toronto: Oxford Univ. Press, 1983. $10.00 pb.
1*	Turabian, Kate. *A Manual for Writers of Term Papers, Theses & Dissertations*. Chicago: U. of Chicago Pr., 1973. $14.00
1	Turabian, Kate. *Students Guide for Writing College Papers*. Chicago: U. of Chicago Press, 1977. $14.00

Priority	SELECTED CALENDARS
1*	*Athabasca University Calendar 1985/86*. Athabasca: Athabasca Univ. 1985. (free)

Priority	SELECTED CALENDARS - CONTINUED
	Brandon University Calendar 1985/86. Brandon: Brandon Univ., 1985. $3.00.
1	Cariboo College Calendar 1985/86. Kamloops: Cariboo College, 1985.
2	Dalhousie University Calendar 1985/86. Halifax: Dalhousie Univ., 1985. (free)
1*	East Kootenay Community College Calendar 1985/86. Cranbrook: East Kootenay Com. College, 1985. (free)
1*	Emily Carr College of Art and Design Calendar 1985/86. Vancouver: ECCAD, 1985. (free)
1*	Grant MacEwan Community College Calendar 1985/86. Edmonton: Grant MacEwan, 1985. (free)
1*	Lethbridge Community College Calendar 1985/86. Lethbridge: LCC., 1985. (free)
2	McGill Univ. Calendar 1985/86. Montreal: McGill Univ., 1985. (free)
1*	Medicine Hat College Calendar 1985/86. Medicine Hat: Medicine Hat College, 1985. (free)
1*	Mount Royal College Calendar 1935/86. Calgary: Mount Royal College, 1985.
1	Northern Alberta Institute of Technology Calendar 1985/86. Edmonton: NAIT, 1985. (free)
1*	Okanagan College Calendar 1985/86. Kelowna: Okanagan, 1985. (free)
1	Olds College Calendar 1985/86. Olds: Olds College, 1985. (free)
1*	The Ontario Institute for Studies in Education Claendar 1984/86. Toronto: OISE, 1985. (free)
1	Open Learning Institute Calendar 1985/86. Richmond: Open Learning Institute, 1985. (free)
2	Queen's Faculty of Arts & Science Calendar 1985/86. Kingston: Queen's Univ., 1985. (free)
1	Red Deer College Calendar 1985/86. Red Deer: Red Deer College, 1985. (free)
1	Ryerson Polytechnical Institute Calendar 1985/86. Toronto: Ryerson Polytechnical Inst., 1985. (free)
1*	Simon Fraser University Calendar 1985/86. Burnaby: S.F.U., 1985. (free)

Priority	SELECTED CALENDARS - CONTINUED
1*	Southern Alberta Institute of Technology Calendar 1985/86. Calgary: SAIT, 1985. (free)
1*	University of Alberta Calendar 1984/85. Edmonton: U. of A., 1985. (free)
1*	University of British Columbia Calendar 1985/86. Vancouver: U.B.C., 1985. $3.00
1*	University of Calgary 1985/86. Calgary: U. of C., 1985. (free)
1	University of Guelph Calendar 1985/86. Guelph: U. of Guelph, 1985. (free)
1*	University of Lethbridge Calendar 1985/86. Lethbridge: U. of L., 1985. (free)
1	University of Manitoba Calendar 1985/86. Winnipeg: U. of M., 1985. (free)
2	University of New Brunswick Calendar 1985/86. Fredericton: U.N.B., 1985. (free)
1	University of Regina Calendar 1985/86. Regina: U. of R., 1985. (free)
1	University of Saskatchewan Calendar 1985/86. Saskatoon: U. of Sask., 1985. $3.00
1	University of Toronto Calendar 1985/86. Toronto: U. of T., 1985. $19.00
1	University of Victoria Calendar 1985/86. Victoria: U. of Victoria, 1985. (free)
2	York University Calendar 1985/86. Toronto: York U., 1985. (free)

Priority	GENERAL CIRCULATING MONOGRAPHS
1	Apps, Jerold W. Study Skills;For Those Adults Returning To School. New York: McGraw-Hill, 1978.
1*	Bosturick, B. Resume Writing: A Comprehensive How-To-Do-It Guide. New York: Wiley, 1980. $15.00
1*	Carman, Robert A. and W. Royce Adams. Study Skills: A Student's Guide for Survival: A Self-Teaching Guide. Toronto: John Wiley, 1984.
1*	Foord, Janis. Get to Work: Your Up-To-Date Guide to Career Planning and Job Hunting. Toronto: McClelland and Stewart, 1985. $7.95

Priority	GENERAL CIRCULATING MONOGRAPHS - CONTINUED
1*	Grassick, Patrick. Making the Grade: What You Need to Know About How to Prepare for and Write Tests. Toronto:Macmillan, 1983. $10.
1*	Haponski, William C. and Charles McCabe. Back to School: The Colle Guide for Adults. Princeton: Peterson's Guides, 1982.
1	Pearson, Thomas E. and D. Cunningham. How to Write for the World of Work. New York: Holt, Rinehart and Winston, 1978.
1*	Postman, Robert D. College Reading and Study Skills. New York: Macmillan, 1984.
1	Roman, Kenneth and Joel Raphelson. Writing that Works. New York: Barnes & Noble, 1985. $4.95
1	West, William W. Developing Writing Skills. Englewood Cliffs: Prentice-Hall, 1980.

Priority	GENERAL SERIALS
	Alberta Report. (weekly). Edmonton: Interwest Pub. $59.00 per year.
	Canadian News Facts: The Indexed Digest of Canadian Current Events. Toronto:Marpeg Pub. $135.00 per yr.
	Canadian Periodical Index 1980-1985. Ottawa:Canadian Library Assoc. (Price varies according to library size.)
	Canadian Periodical Index 1986+. Ottawa: Canadian Library Assoc. (Price varies according to library size.)
	Globe and Mail. (daily). Toronto: Globe & Mail. $180.00 (est.) per year.
	The Lethbridge Herald. (daily) Lethbridge: The Lethbridge Herald. $88.40/yr.
	Maclean's. (weekly). Toronto: Maclean Hunter. $39.00 per year.
	Popular Science. (monthly). New York: Times Mirror Magazines. $13.95 U.S. per year.
	Reader's Guide to Periodical Literature 1986+. New York:H.W. Wilson. $80.00 per year.
	Time. (weekly). New York:Time Inc. $41.00 (U.S.) per yr.

Priority	GENERAL MEDIA
2	How to Survive in School: Note-taking and Outlining Skills. Mount Kisco, N.Y.: Centre for Humanities ,1979. $400.00 (videotape)
2	Employment Interview. (Videotape). Johnson/Rudolph Video Productions, 1985. Describes and demonstrates the correct procedures a job applicant should follow--before, during, and after the employment interview. The viewer can watch three applicants interview for the same job. Journal of Bus. Ed. Feb. 1985.

Priority	ACADEMIC UPGRADING: ENGLISH CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Abrams, M.H. et al. The Norton Anthology of English Literature: Third Major Authors Edition. New York: Norton, 1975. $19.95	LCC	AU	ENG
1	Adelman, J. King Lear: Twentieth Century Interpretations. Englewood Cliffs: Prentice-Hall, 1978. $9.95	LCC	AU	ENG
1	Allison, Alexander W. et al. The Norton Anthology of Poetry. New York: W.W. Norton, 1975. $17.95	LCC	AU	ENG
1	Angers, Terry. Themes in Canadian Literature: The Prairie Experience. Toronto: Macmillan, 1975. $3.95	LCC	AU	ENG
1	Atwood, Margaret. The New Oxford Book of Canadian Verse in English. Toronto: Oxford Univ. Press, 1982. $19.95	LCC	AU	ENG
1	Baker, Sheridan. The Practical Stylist: Canadian Ed. New York: Harper & Row, 1982. $12.50	LCC	AU	ENG
2	Barnet, Sylvan. A Short Guide to Writing About Literature. Boston: Little, Brown, 1979.	LCC	AU	ENG
3	Belson, David. What to Say & How to Say it For All Occasions. Secaucus: Castle, 1983.	LCC	AU	ENG

Priority	ACADEMIC UPGRADING: ENGLISH CIRCULATING MONOGRAPHS - CONT'D	Inst.	Prog.	Course
1	Evans, Gareth Lloyd. *The Upstart Crow: An Introduction to Shakespeare's Plays*. London: Dent, 1982. $24.95	LCC	AU	ENG
1*	Ford, Margaret L. *Techniques of Good Writing*. Agincourt: Book Society of Canada, 1960.	LCC	AU	ENG
1	French, Warren. *J.D. Salinger*. Boston: G.K. Hall, (Twayne), 1976. $11.50 U.S.	LCC	AU	ENG
1	French, Warren. *John Steinbeck*. Boston: G.K. Hall, 1984. $5.95 U.S.	LCC	AU	ENG
1	Gallo, Rose. *F. Scott Fitzgerald*. New York: Ungar, 1984. $6.95	LCC	AU	ENG
1	Gehle, Quentin. *The Writing Process*. Toronto: Nelson Canada, 1981.	LCC	AU	ENG
1	Gallon, Adam. *Joseph Conrad*. Boston: G.K. Hall, 1984. $6.95	LCC	AU	ENG
2	Grant, Judith Skelton. *Robertson Davies*. Toronto: McClelland: 1978. $2.95	LCC	AU	ENG
1	Granville-Baker, Harley. *Preface to Shakespeare Vol. 1, Hamlet*. Batsford, 1977. $11.95 pb (est.)	LCC	AU	ENG
2	Gregan, Ian. *The Brontes: A Collection of Critical Essays*. Englewood Cliffs: Prentice-Hall, 1970. $12.95 U.S.	LCC	AU	ENG
1*	Hayman, Ronald. *How to Read a Play*. New Grove: Grove, 1977. $8.95	LCC	AU	ENG
2	Heyen, William. *The Generation of 2000: Contemporary American Poets*. Princeton: Ontario Rev. Press, 1984. $14.95 pb.	LCC	AU	ENG
1	Jacobus, Lee A. *The Paragraph and Essay Book*. New York: Harcourt Brace Jovanovich, 1977.	LCC	AU	ENG

Priority	ACADEMIC UPGRADING: ENGLISH CIRCULATING MONOGRAPHS-CONT'D	Inst.	Prog.	Course
2	Kamerman, Sylvia. Book Reviewing. Boston: The Writer, 1978.	LCC	AU	ENG
1	Koon, Helene Wickham. Twentieth Century Interpretatins of Death of a Salesman. Englewood Cliffs: Prentice-Hall, 1983. $11.95	LCC	AU	ENG
1	Larkin, Philip. The Oxford Book of Twentieth Century English Verse. Toronto: Oxford Univ. Press, 1985.	LCC	AU	ENG
1	Lucas, Alec. Farley Mowat. Toronto: McClelland & Stewart, 1976. $2.95	LCC	AU	ENG
2	Marshall, John. Harsh and Lovely Land: The Major Canadian Poets and the Making of the Canadian Tradition. Vancouver: U.B.C. Press, 1981. $9.95 pb.	LCC	AU	ENG
1	Metcalf, John. Making it New: Contemporary Canadian Stories. Toronto: Methuen, 1982. $18.95	LCC	AU	ENG
2	Mickleburgh, Brita (Ed.). Canadian Literature: Two Centuries in Prose. Toronto: McClelland, 1973. $9.95	LCC	AU	ENG
2	Mitchell, Ken. Sinclair Ross-A Reader's Guide. Coteau, 1981. $7.00	LCC	AU	ENG
2	Morley, Patricia. Morley Callaghan. Toronto: McClelland, 1978. $2.95	LCC	AU	ENG
1	Moss, John. The Canadian Novel: Volume 1 - Here and Now - A Critical Anthology. Toronto: NC Press, 1978. $8.95	LCC	AU	ENG
1	Moss, John. The Canadian Novel Vol. II Beginnings -- A Critical Anthology. Toronto: N.C. Press, 1980. $8.95 pb	LCC	AU	ENG
1	Moss, John. The Canadian Novel Vol. III Modern Times A Critical Anthology. Toronto: N.C. Press, 1982. $8.95 pb	LCC	AU	ENG

Priority	ACADEMIC UPGRADING:ENGLISH CIRCULATING MONOGRAPHS-CONT'D	Inst.	Prog.	Course
1	Nelson, Harland. Charles Dickens. Boston: G.K. Hall, 1981. $13.50	LCC	AU	ENG
2	Parker, R.B. Twentieth Century Interpretations of the Glass Menagerie. Englewood Cliffs: Prentice-Hall, 1983. $11.95	LCC	AU	ENG
1	Rabkin, Eric S. Fantastic Worlds: Myths, Tales, and Stories. Oxford: Oxford Univ. Press, 1979.	LCC	AU	ENG
1	Reinert, Otto. Plays: An Introductory Anthology. Boston: Little, Brown, 1978. $12.00 (est.)	LCC	AU	ENG
1*	Roberts, Edgar. Writing Themes About Literature. New York: Norton, 1983. $10.95	LCC	AU	ENG
1*	Rorabacher, Louise. Assignments in Exposition. New York: Harper & Row, 1982. $12.50	LCC	AU	ENG
1*	Shakespeare, William. The Complete Works. Toronto: Oxford Univ. Press, 1943. $17.95	LCC	AU	ENG
1*	Strunk, William. The Elements of Style. New York: Macmillan, 1979. $5.00 pb	LCC	AU	ENG
1	Thomas, Clara. The Manawaka World of Margaret Laurence. Toronto: McClelland, 1976. $4.95	LCC	AU	ENG
1	Waith, Eugene. Shakespeare: The Histories: A Collection of Critical Essays. Englewood Cliffs: Prentice-Hall, 1965. $3.95 pb (U.S.)	LCC	AU	ENG
2	Wasserman, Jerry. (Ed.). Modern Canadian Plays. Vancouver: Talonbooks, 1984. $14.95	LCC	AU	ENG
2	Williams, Barbara. The Well-Structured Paragraph. Toronto: Charles Merril, 1978.	LCC	AU	ENG

Priority	ACADEMIC UPGRADING:ENGLISH CIRCULATING MONOGRAPHS-CONT'D	Inst.	Prog.	Course
1*	Winkler, Anthony. Rhetoric Made Plain. Don Mills: Academic Press, 1981.	LCC	AU	ENG
2	Woodcock, George. The Crystal Spirit: A Study of George Orwell. Montreal: Book Center, 1984. $12.95 pb	LCC	AU	ENG
2	Woodcock, George. Mordecai Richler. Toronto: McClelland, 1970. $2.95	LCC	AU	ENG

ACADEMIC UPGRADING: SCIENCE COLLECTIONS

Priority	ACADEMIC UPGRADING: BIOLOGY CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
2	Allbrook, David. The Evolution of Man Part I - Origins of Man. Toronto: Gage Educational Pub., 1975. $6.00 (est.)			
1	Allbrook, David. The Evolution of Man Part II - People of Our World. Toronto: Gage Educational Pub., 1975. $6.00 (est.)			
1*	Asimov, Isaac. The Human Body; Its Structures and Operations. Boston: Houghton Mifflin, 1963. $11.95	LCC	AU	BIO 30
1*	Berman, William. How to Dissect: Exploring With Probe and Scalpel. New York: Arco, 1978. $7.95	LCC	AU	BIO 30
1	Burnstock, G. How Cells Work. Agincourt: Gage, 1975. $6.00 (est.)			
1	Davis, William K. Laboratory Exercises for General Biology. Boston: American Press, 1984. $4.95	LCC	AU	BIO 30
1*	Essenfeld, Bernice and E.J. Kormandy. Biology. Toronto: Addison-Wesley, 1983. $24.00	LCC	AU	BIO 30

Priority	ACADEMIC UPGRADING:BIOLOGY CIRCULATING MONOGRAPHS-CONT'D	Inst.	Prog.	Course
2	Hawes, Jim. *Cells and Tissues*. Agincourt: Gage, 1975. $6.00 (est.)			
1	Knight, Bernard. *Discovering the Human Body; How Pioneers of Medicine Solved the Mysteries of the Body's Structure and Function*. Philadelphia: Lippincott, 1980. $17.95	LCC	AU	BIO 30

Priority	ACADEMIC UPGRADING: CHEMISTRY CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1*	Courneya, Dave and Hugh McDonald. *The Nature of Matter*. Toronto: D.C. Heath, 1976. $15.90	LCC	AU	CHEM 10,20,30
2	Doherty, J.P. *Energy in Chemical Reactions*. Agincourt: Gage, 1975. $2.30	LCC	AU	CHEM 10,20,30
1*	Gardner, Marjorie and Henry Haikkinen. (Eds.). *Communities of Molecules*. New York: Harper & Row. $4.00	LCC	AU	CHEM 10,20,30
1	Gardner, Marjorie and Henry Heikkinen (EDs.). *Diversity and Periodicity: An Inorganic Chemistry Module*. New York: Harper & Row. $4.00	LCC	AU	CHEM 10,20,30
1	Gardner, Marjorie and H. Heikkinen. (Eds.). *Form & Function*. New York: Harper & Row. $4.00	LCC	AU	CHEM 10,20,30
1	Gardner, Marjorie and Henry Heikkinen. (Eds.). *Reactions and Reason: An Introductory Chemistry Module*. New York: Harper & Row. $4.00	LCC	AU	CHEM 10,20,30
3	Harcourt, Dick. *Chemical Bonding*. Agincourt: Gage, 1975. $2.30	LCC	AU	CHEM 10,20,30

Priority	ACADEMIC UPGRADING:CHEMISTRY CIRCULATING MONOGRAPHS-CONT'D	Inst.	Prog.	Course
3	Slattery, R.T. Acids and Bases. Agincourt: Gage, 1975. $2.50	LCC	AU	CHEM 10,20,3
1	Zeller, W.H. Chemistry in Modern Perspective. Toronto: Addison-Wesley, 1975. $22.95	LCC	AU	CHEM 10,20,3

Priority	ACADEMIC UPGRADING: PHYSICS CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Hirsch, Alan J. Physics: A Practical Approach. Toronto: Wiley, 1981. $15.00	LCC	AU	PHYS. 10, 20
1	Kuhn, Karl. Physics in Your World. Philadelphia: Saunders, 1980. $15.00 (est.)	LCC	AU	PHYS.
2	Lilley, Sam. Discovering Relativity for Yourself. Cambridge: Cambridge Univ. Press, 1981. $10.00 (est.)	LCC	AU	PHYS.
2	Nuffield Foundation. Nuffield Physics - A Guide to Experiments II, III, IV. New York: Longman.	LCC	AU	PHYS. 10, 20
1*	Pitt, Valerie. The Penguin Dictionary of Physics. Middlesex: Pengui.	LCC	AU	PHYS.
1*	Segre, Emile. From X-Rays to Quarks: Modern Physicists and Their Discoveries. Berkeley: Univ. of California, 1980. $10.00 (est.)	LCC	AU	PHYS.
1*	Stollberg, Robert and Hill, Faith F. Physics: Fundamental & Frontiers. Boston: Houghton Mifflin, 1975. $24.24	LCC	AU	PHYS. 30
2	Williams, J.E. et al. Modern Physics. New York: Holt, Rinehart & Winston, 1976. $25.92.	LCC	AU	PHYS. 30

Priority	ACADEMIC UPGRADING: MATHEMATICS	Inst.	Prog.	Course
2	Cundy, H. Martyn and A.P. Rollett. Mathematical Models. Oxford: Oxford University Press, 1977. $20.00 (est.)	LCC	AU	MATH
1*	Guillen, Michael. Bridges to Infinity: The Human Side of Mathematics. Boston: Houghton Mifflin, 1983. $12.95	LCC	AU	MATH
2	Hogben, Lancelot. Mathematics for the Million. New York: W.W. Norton, 1967. $15.00 (est.)	LCC	AU	MATH
1*	Lux, J. Richard. Basic Exercises in Algebra and Trigonometry. Wellesley Hills: Independent School Press, 1979. $7.25	LCC	AU	MATH.30
1	Wooton, William. Modern Trigonometry. Boston: Houghton Mifflin, 1966.	LCC	AU	MATH.30

Priority	ACADEMIC UPGRADING: SOCIAL STUDIES CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Cannon, Jim. Contemporary World: Conflict or Cooperation? New York: Longman, 1979. $9.50	LCC	AU	SS 30
2	Demaine, M.B. Forging a Desting: Canada Since 1945. Toronto: Gage, 1976. $15.95	ATU LCC	BA, BGS AU	 SS 30
1*	Dickerson, M.O. An Introduction to Government and Politics. Toronto: Methuen, 1982. $13.95	ATU LCC	BA, BGS AU	 SS 30
2	Evans, Allan S. Canada Towards Tomorrow. Toronto: McGraw, 1976. $23.12	ATU LCC	BA, BGS AU	 SS 30
1*	Francis, Dan. Our Canada: A Social and Political History. Toronto: McClelland and Stewart, 1985. $21.00	ATU LCC	BA, BGS AU	 SS 30

Priority	ACADEMIC UPGRADING:SOCIAL STUDIES CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Friesen, Gerald. The Canadian Prairie: A History. Toronto: University of Toronto Press, 1984. $24.95	ATU	BA, BGS	
1	Granatstein, J.L. et al. Twentieth Century Canada. Toronto: McGraw-Hill, 1983. $17.25 pb	LCC	AU	SS
1	MacGregor, James G. A History of Alberta. Edmonton: Hurtig, 1977. $6.95	ATU	BA, BGS	
1	Mallory, J.R. The Structure of Canadian Government. Toronto: Gage, 1984. $15.95			
1	Marx, Karl. Selected Writings. Oxford: Oxford Univ. Press, 1977. $10.95 U.S. (pb)	LCC	AU	SS 30
1	Morton, Desmond. A Short History of Canada. Edmonton: Hurtig, 1983. $24.95	LCC	AU	SS 30
1	Munro, Iain. Canada and the World Wars. Toronto: Wiley, 1979. $6.25	LCC	AU	SS 30
1	Parkinson, Roger. The Encyclopedia of Modern War. New York: Stein & Day, 1979. $8.95	LCC	AU	SS 30
2	Ricker, John C. and Saywell, John T. How are We Governed in the Eighties? Toronto: Irwin, 1982. $9.95	ATU LCC	BA, BGS AU	 SS
1	Stoessinger, John G. Why Nations Go to War? New York: St. Martin's Press, 1978. $8.00	LCC	AU	SS 30
1*	Ward, Harriet. World Powers in the Twentieth Century. London: Heinemann Ed., 1978. $10.50	LCC	AU	SS 30

Priority	SOCIAL STUDIES MEDIA	Inst.	Prog.	Course
1	Causes of World War I. (KIT). Pleasantville: Educational Audio Visual Inc., 1981. $153.40	LCC	AU	SS 30
1	Causes of World War II. (KIT). Pleasantville: Educational Audio Visual Inc., 1981. $153.40	LCC	AU	SS 30
2	Twentieth-Century Nationalism. (KIT). Pleasantville: Educational Audio Visual Inc., 1981. $153.40 (Can.)	LCC	AU	SS 30

ADULT BASIC EDUCATION

Priority	ADULT BASIC EDUCATION REFERENCE	Inst.	Prog.	Course
1	Bell, James. The Little English Handbook for Canadians. Toronto: Wiley, 1982. $8.50	LCC	ABE	
1	Orange, John. The Macmillan Handbook of English. Toronto: Collier Macmillan, 1984. $12.95	LCC	ABE	
1	Parker, Lewis. The Gage Intermediate Dictionary. Toronto: Gage, 1980. $17.95	LCC	ABE	
1	World Book Encyclopedia. Chicago: World Book - Childcraft International Inc. 1984, 22 vols.	LCC	ABE	

Priority	ADULT BASIC EDUCATION COLLECTION	Inst.	Prog.	Course
1	Armstrong, Fiona and Myra Baun. Getting Ready for the World of Work. New York: McGraw, 1980. $7.48	LCC	ABE	(LIFE SKILLS)
1	Armstrong, Fiona. A Realistic Job Search. New York: McGraw, 1980. $6.96	LCC	ABE	

Priority	ADULT BASIC EDUCATION COLLECTION	Inst.	Prog.	Course
2	Barry, Dan. Bad Habits: Advice on Life and Other Short Stories. New York: Doubleday, 1985. $13.95	LCC	ABE	
1	Buying a House, Buying a Mobile Home. New York: McGraw, 1980. $7.60	LCC	ABE	MATH
2	Drobot, Eve. Class Acts: Etiquette for Today. New York: Van Nos Reinhold, 1982. $12.95	LCC	ABE	(LIFE SKILLS)
1	Fairbank, Alfred. Handwriting Manual. New York: Watson-Guptill, 1976. $5.95	LCC	ABE	WRIT 004
1	Haycraft, Brita and W.R. Lee. It Depends on How You Say It: Dialogues in Everyday Social English. Emsford: Pergamon, 1982. $4.75	LCC	ABE	ENG 009
1*	Hershey, Robert L. How to Think With Numbers. Los Altos: William Kaufmann, 1982. $6.00 pb	LCC	ABE	MATH
1*	Johnson, Falk. Improving Your Spelling. New York: Holt, Rinehart & Winston, 1979. $12.95	LCC	ABE	SPELL 009
1	Lenz, Marjorie & Marjorie Shaerrtz. So You Want to Go Back to School. New York: McGraw, 1977. $9.95	LCC	ABE	
1	Lewis, Richard. Reading for Adults: Book 1: Pre-Intermediate. New York: Longman, 1977. $6.95	LCC	ABE	READ 004
1	Lewis, Richard. Reading for Adults: Book 2: Intermediate. New York: Longman, 1977. $6.25	LCC	ABE	READ 004
1	Lewis, Richard. Reading for Adults: Book 3: High Intermediate. New York: Longman, 1977. $6.95	LCC	ABE	READ 008
2	Liddell, Louise. Clothes and Your Appearance. South Holland, Il: Goodheart, 1984. $16.00	LCC	ABE	(LIFE SKILLS)

Priority	ADULT BASIC EDUCATION	Inst.	Prog.	Course
1	Moyles, R. Gordon. Words, Sentences, Paragraphs, Essays. New York: Holt, Rinehart & Winstan, 1982. $6.95	LCC	ABE	WRIT 008 ENG 009
1	Sperling, A.P. Arithmetic Made Simple. New York: Doubleday. $4.95	LCC	ABE	MATH
1	Sticht, Thomas. Reading for Working. New York: Human Resources, 1975.	LCC	ABE	READ

ENGLISH AS A SECOND LANGUAGE

Priority	ENGLISH AS A SECOND LANGUAGE	Inst.	Prog.	Course
1*	Dixson, Robert J. Essential Idioms in English. New York: Regents Pub., 1983. $4.75	LCC	ESL	ENG
1	Dixson, Robert J. Oral Pattern Drills in Fundamental English. New York: Regents Pub., 1963. $3.95	LCC	ESL	ENG
1	Everyday Canadian English Dictionary: A Basic Dictionary for English Language Learning. Toronto: Copp, 1984. $9.94	LCC	ESL	ENG
2	Mellgren, L. and M. Walker. New Horizons in English. Don Mills: Addison-Wesley, 1980.	LCC	ESL	ENG
2	Ponsonby, M. How Now Brown Cow? A Course in the Pronunciation of English, with Exercises & Dialogues. Elmsford: Pergamon, 1982. $7.95	LCC	ESL	3NG

Priority	ENGLISH AS A SECOND LANGUAGE	Inst.	Prog.	Course
2	Samuelson, William. English as a Second Language: Phase Zero Plus: Let's Begin. Reston: Reston Pub., 1981.	LCC	ESL	ENG

ABE/ESL EASY

Priority	ABE/ESL EASY READING REFERENCE
1	Baker, A.A. Mountain Rescue. Toronto: Scholastic Bk. Ser., 1978.
1	Buchan, John. The Thirty-Nine Steps. (Abridged) New York: Longman, 1966.
1	Dixson, Robert J. Modern Short Stories in English. New York: Regents, 1971. $3.75
1	Dixson, Robert J. Easy Reading Selections in English. New York: Regents Pub., 1971. $3.75
1	Doyle, Sir Arthur Conan (Abridged by R. Holt). A Scandal in Bohemia. Essex: Longman, 1976.
1	Du Maurier, Daphne. The Birds and Other Stories. New York: Longman (Structural Readers Ser.)
1	Fleming, Ian (simplified by N. Wymer). For Your Eyes Only. New York: Longman, 1960.
2	Gonshack, Sol. Little Stories for Big People. New York: Regents Pub., 1982. $11.95
1	Hemingway, Ernest. The Old Man and the Sea. New York: Scribner, 1983. $9.95
1	Howard, Don. Moving Dirt. Toronto: Scholastic Bk. Ser., 1978.
1	Jerrome, Edward G. Tales of Escape. Belmont: Fearon-Pitman Pub., 1970. $3.20
1	Jerrome, Edward G. Tales of Flying. Belmont: Fearon-Pitman Pub., 1970.
1	Jerrome, Edward G. Tales of Rescue. Belmont: Fearon-Pitman, 1970. $3.20
1	Jerrome, Edward G. Tales of Spies. Belmont: Fearon-Pitman Pub., 1970. $3.20

Priority	ABE/ESL EASY READING
2	Jones, Lewsi. Race to the South Pole. Essex: Longman, 1976.
1	Lyman, Marilyn F. The Girl Who Knew Rule One. Toronto: Scholastic, 1972.
2	McConochie, Jean A. Twentieth Century American Short Stories. New York: Collier Macmillan (English Readers Series), 1975.
1	Paden, Betty Burns. Truth is Stranger Than Fiction. Palo Alto: Scott, Foresman and Co., 1982.
2	Stevenson, R.L. (Ed. E. Atwood) Kidnapped. Essex: Longman (Structural Readers Series), 1965.
2	Stevenson, R.L. Treasure Island. Essex: Longman (Structural Readers Ser.), 1965.
1	Thornley, G.C. Eleven Short Stories. Essex: Longman (Books in Easy English), 1956.
1	Thornley, G.C. Some Unusual People: True Stories of Their Lives. Essex: Longman (Books in Easy English), 1967.
2	Thornley, G.C. Who Did it First? Essex: Longman (Books in Easy English), 1958.
1	Three Detective Stories. New York: Collier Macmillan (English Language Services), 1964.
2	Twisted Tales. New York: Collier Macmillan (English Languages Ser.), 1981.

MANAGEMENT COLLECTIONS

Priority	MANAGEMENT REFERENCE	Inst.	Prog.	Course
2	Alijian, George W. Purchasing Handbook. New York: McGraw-Hill, 1973. $82.00	LCC	BUS. ADM.	BUS. 271
1	The Blue Book of Canadian Business (Annual). Toronto: Canadian Newspaper Services Int. $88.95	LCC	BUS. ADM.	
1	Britt, Steuart H. and Norman Guess. The Marketing Manager's Handbook. Chicago: Dartnell Corp., 1983. $83.50	LCC	BUS. ADM.	MKTG. 188 288
1	Brown, Barbara. Canadian Business and Economics: A Guide to Sources of Information. Ottawa: Canadian Library Assoc., 1984. $90.00	LCC	BUS. ADM.	
2	The Canadian Income Tax Act With Regulations. Don Mills: CCH Canadian Ltd. $19.95	LCC	BUS. ADM.	TAX 200 201
2	Canadian Master Tax Guide. Don Mills: CCH Canadian Ltd., 1985. $19.75.	LCC	BUS. ADM.	TAX 200 201
2	Christie, Linda and John Christie. The Encyclopedia of Microcomputer Terminology: A Sourcebook for Business and Professional People. Englewood Cliffs: Prentice-Hall, 1984.	LCC	BUS. ADM.	
1	Crane, David. A Dictionary of Canadian Economics. Edmonton: Hurtig, 1980. $4.95	LCC	BUS. ADM.	ECON. 253
1	Dunnette, Marvin. Handbook of Industrial and Organizational Psychology. New York: Wiley, 1983. $67.95	LCC	BUS. ADM.	BUS. 268
1	Greenwald, Douglas. Encyclopedia of Economics. New York: McGraw-Hill, 1982. $70.00	LCC	BUS. ADM.	ECON. 253
1	Heyel, Carl. The Encyclopedia of Management. New York: Van Nostrand Reinhold, 1982. $82.80	LCC	BUS. ADM.	

Priority	MANAGEMENT REFERENCE	Inst.	Prog.	Course
2	Launer, Deborah and Nancy Asquith. Modern Personnel Forms. New York: Warren, Gorham & Lamont, 1983. $72.00	LCC	BUS. ADM.	BUS. 271
1	Leonard, W.G. Canadian Accountant's Handbook. Toronto: McGraw-Hill, 1978. $9.95	LCC	BUS. ADM.	AC. 171-3, 250, 270
1	Monty, Vivienne. The Canadian Small Business Handbook. Don Mills: CCH Canadian Ltd., 1985. $20.00 (est.)	LCC	BUS. ADM.	BUS. 158
1	Newman, Dorothy and Jean Newman. Canadian Business Handbook. Toronto: McGraw-Hill Ryerson, 1979. $30.00	LCC	BUS. ADM.	
1	Oxford Economic Atlas of the World. Toronto: Oxford Univ. Press, 1978. $16.80	LCC LCC	BUS. ADM. AU	ECON. 253 SS 30
2	Skrapek, Wayne et al. Mathematical Dictionary for Economics and Business Administration. Boston: Allyn and Bacon Inc., 1976. $27.60	LCC	BUS. ADM.	BUS. 292
2	Vichas, Robert P. Handbook of Financial Mathematics, Formulas and Tables. Englewood Cliffs: Prentice-Hall, 1978. $72.00	LCC	BUS. ADM.	BUS. 292

Priority	MANAGEMENT CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
2	Abanese, Robert. Organizational Behavior: A Managerial Viewpoint. Chicago: Dryden Press, 1983.	LCC	BUS. ADM.	BUS. 268
1	Aho, Alfred A. et al. Data Structures and Algorithms. Reading, Mass.: Addison-Wesley, 1983.	LCC	BUS. ADM.	BUS. 175
2	Amirault, Ernest and Maurice, Archer. Canadian Business Law. Toronto: Methuen, 1978.	LCC	BUS. ADM.	BUS. 166

Priority	MANAGEMENT CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Archer, Maurice. An Introduction to Canadian Business. Toronto: McGraw-Hill, 1978.	LCC	BUS. ADM.	
1	Banting, Peter M. Canadian Marketing: A Case Approach. Toronto: McGraw-Hill, 1977. $11.95 pb	LCC	BUS. ADM.	MKTG. 188 288
1	Blicq, Ron S. Guidelines for Report Writing. Scarborough: Prentice-Hall, 1982. $11.50 pb	LCC	BUS. ADM.	EN. 156
1	Carvell, Fred J. Human Relations in Business. New York: Macmillan, 1980.	LCC	BUS. ADM.	BUS. 143 268
1	Clement, Wallace. A Practical Guide to Canadian Political Economy. Toronto: James Lorimer, 1978.	LCC	BUS. ADM.	ECON. 181
1	Cooke, John E. Management Planning and Control of Information Systems. Hamilton: Society of Management Accountants of Canada, 1980.	LCC	BUS. ADM.	BUS. 154 259
1	Donaghy, William C. The Interview: Skills and Applications. Glenview: Scott, Foresman, 1984.	LCC	BUS. ADM.	ENG. 156 BUS. 298
1	Du Brin, Andrew. Foundations of Organizational Behavior: An Applied Perspective. Englewood: Prentice-Hall, 1984. $27.95	LCC	BUS. ADM.	BUS. 265
2	Feldman, Daniel C. Managing Individual and Group Behavior in Organizations. New York: McGraw-Hill, 1983.	LCC	BUS. ADM.	BUS. 268

Priority	MANAGEMENT CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Frailey, L.E. *Handbook of Business Letters*. Englewood Cliffs: Prentice-Hall, 1965.	LCC	BUS. ADM.	EN. 156
2	Johns, Gary. *Organizational Behavior: Understanding Life at Work*. Glenview: Scott, Foresman, 1983.	LCC	BUS. ADM.	BUS. 268
1	Kinnear, Thomas C. and Kenneth L. Bernhardt. *Dynamics of Marketing Principles: A Reader*. Glenview: Scott, Foresman, 1983.	LCC	BUS. ADM.	BUS. 188 288
1	Kossen, Stan. *The Human Side of Organizations*. New York: Harper & Row, 1983. $28.50	LCC	BUS. ADM.	BUS. 143
1	Lawson II, J.W. *How to Develop a Company Personnel Policy Manual*. Chicago: Dartnell, Corp.	LCC	BUS. ADM.	BUS. 298
1	Leech, Thomas. *How to Prepare, Stage and Deliver Winning Presentations*. New York: AMACOM American Management Assoc., 1982.	LCC	BUS. ADM.	SP. 155
1	Lyons, Brian. *Canadian Macroeconomics: Problems and Policies*. Scarborough: Prentice-Hall, 1983. $15.95	LCC	BUS. ADM.	ECON. 253
1	McCready, Gerald. *Marketing Tactics Master Guide for Small Business*. Englewood Cliffs: Prentice-Hall, 1982.	LCC	BUS. ADM.	BUS. 188 288
1	Mitchell, William. *Prelude to Programming: Problem Solving and Algorithms*. Reston: Reston Pub., 1984. $15.95	LCC	BUS. ADM.	BUS. 175
1	Poe, Roy W. and R. Fruehling *Business Communication: A Problem-Solving Approach*. Toronto: McGraw-Hill, 1978.	LCC	BUS. ADM.	EN. 156

Priority	MANAGEMENT CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
2	Poe, Roy W. The McGraw-Hill Guide to Effective Business Reports. Toronto: McGraw-Hill, 1982.	LCC	BUS. ADM.	EN. 156
1	Preshing, William A. Business Management in Canada: an Introduction. Toronto: Wiley, 1979.	LCC	BUS. ADM.	
1	Pyle, William et al. Fundamental Accounting Principles. Georgetown: Irwin Dorsey Ltd., 1984. $35.00	LCC	BUS. ADM.	AC. 171
1	Rosen, Arnold. Administrative Procedures for the Electronic Office. New York: Wiley, 1985.	LCC	BUS. ADM.	BUS. 154, 258, 259
2	Ryan, William T. A Guide to Marketing. Georgetown: Irwin-Dorsey, 1981.	LCC	BUS. ADM.	BUS. 188 288
1	Samuelson, Paul A. Economics. Toronto: McGraw-Hill, 1980. $31.95	LCC	BUS. ADM.	ECON. 253
2	Shapiro, S.J. and L. Heslop. Market Place Canada: Some Controversial Dimensions. Toronto: McGraw-Hill, 1982. $13.95	LCC	BUS. ADM.	BUS. 188 288
1	Smyth, J.E. and D.A. Soberman. The Law and Business Administration in Canada. Scarborough: Prentice-Hall, 1983.	LCC	BUS. ADM.	BUS. 166
1	Stallard, John J. The Electronic Office: A Guide for Managers. Homewood: Dow Jones-Irwin, 1983.	LCC	BUS. ADM.	BUS. 154
2	Tedesco, Eleanor H. Administrative Office Management: The Electronic Office. New York: Wiley, 1984.	LCC	BUS. ADM.	BUS. 154, 258, 259
1	Weinman, David and Barbara Kursham. VAX BASIC. Reston: Reston Pub., 1982. $14.95	LCC	BUS. ADM.	BUS. 175

Priority	MANAGEMENT SERIALS - INDEXES	Inst.	Prog.	Course
1	Canadian Business Index. (monthly). Toronto: Micromedia. $850.00 per yr.	LCC	BUS. ADM.	
2	Business Periodicals Index. (monthly). New York: H.W. Wilson. $490.00 Can. per yr.	LCC	BUS. ADM.	

Priority	MANAGEMENT - SERIALS	Inst.	Prog.	Course
1	Alberta Corporation Manual. (updated service). Don Mills: Richard De Boo. $275.00 per yr.	LCC	BUS. ADM.	BUS. 166
2	Business Economics. (quarterly). Cleveland: Nat. Assoc. of Bus. Economists, 1965- . $20.00 per yr.	LCC	BUS. ADM.	BUS. 181 253
1	Business Week. (weekly). New York: McGraw-Hill $40.00 per yr.	LCC	BUS. ADM.	
1	CA Magazine. (monthly). Toronto: Canadian Institute of Chartered Accountants. $20.00 per yr.	LCC	BUS. ADM.	AC. 173, 270, 271 273
1	CICA Handbook. (updated service). Toronto: Canadian Institute of Chartered Accountants. $28.00 per yr.	LCC SAIT	BUS. ADM.	AC. 171, 173, 250, 270 101, 201

Priority	MANAGEMENT - SERIALS	Inst.	Prog.	Course
1	Canadian Business. (monthly). CB Media Ltd. $21.00 per yr.	LCC	BUS. ADM.	
2	The Canadian Business Review. (quarterly). Ottawa: Conference Board of Canada. $15.00 per yr.	LCC	BUS. ADM.	
2	Canadian Journal of Economics. (quarterly). Toronto: Univ. of Toronto Press. $36.00 per yr.	LCC	BUS. ADM.	ECON. 181 253
2	Computers and People. (monthly). Newtonville, Berkeley Ent. $20.00 per yr.	LCC	BUS. ADM.	BUS. 154, 255, 259, 260
1	Datamation. (monthly). New York: Technical Pub. Co. $41.00 per yr.	LCC	BUS. ADM.	BUS. 154, 255, 259, 260
1	Financial Post. (weekly). Toronto: Maclean Hunter. $24.95 per yr.	LCC	BUS. ADM.	
2	Financial Post Canadian Markets. (annual). Toronto: Maclean Hunter. $78.00 per yr.	LCC	BUS. ADM.	MKTG. 188, 288
1	Marketing. (weekly). Toronto: Maclean-Hunter. $20.00 per yr.	LCC	BUS. ADM.	MKTG. 188, 288

Priority	MANAGEMENT MEDIA	Inst.	Prog.	Course
	A Case of Working Smarter, Not Harder. (Video). Scarborough: CRM/McGrall Hill Prod., 1982. $495.00	LCC	BUS. ADM.	BUS. 298

This case study film shows how one manager's system lets him be productive and also allows his employees to develop their own skills so that they too can be more productive. By setting clear goals--and punishing or rewarding immediately but briefly when behavior warrants--any manager can start working smarter. AWARDS: Red Ribbon, American FF, Golden Eagle, CINE; Silver Screen Award, U.S. Industrial FF.

Priority	MANAGEMENT MEDIA	Inst.	Prog.	Course
1	COMMUNICATION SKILLS (Set) (7 videocassettes). THE BASICS OF COMMUNICATION COMMUNICATING EFFECTIVELY WITH EMPLOYEES COMMUNICATING IN YOUR ORGANIZATION DEVELOPING ORAL AND LISTENING SKILLS EFFECTIVE MEETINGS AND PRESENTATIONS IMPROVING WRITING AND READING SKILLS TOOLS FOR RESOLVING COMMUNICATION PROBLEMS (Series: The NMA First-Line Supervisor Training Program) Toronto: MacMillan Pub. Co., 1983. $500.00 After an introduction to the fundamentals of communication, this series for supervisors examines ways to improve speaking and listening skills, written communication skills, and on-the-job communication. Principles of transactional analysis are applied.	LCC	BUS. ADM.	BUS. 143 269 SP. 155
3	Communications: The Company Grapevine. (film). Glendale: AIMS Media, 1984. This films shows how important it is for management to listen to the grapevine to learn from it, and when it strays from the facts to set the records straight through the formal channels of communication.	LCC	BUS. ADM.	BUS. 268 298
1	MANAGEMENT PRINCIPLES (set) (7 videocassettes). ART AND SCIENCE OF DIRECTING THE BASICS OF PLANNING CONTROL: KEY TO SUCCESS INFORMATION FOR DECISIONS THE ORGANIZATION AS A SYSTEM ORGANIZING AND ORGANIZATION WHAT MANAGERS DO (Series: The NMA First-Line Supervisor Training Program) Toronto: Macmillan Pub. Co., 1980. $500.00 (est.) Through video dramatizations and brief lectures, the fundamentals of management are introduced and various topics, from planning to decision making, are discussed.	LCC	BUS. ADM.	BUS. 159, 250, 268, 298

Priority	MANAGEMENT MEDIA	Inst.	Prog.	Course
1	The Revision Business Prose Videotape. New York: College Dept., Scribner's Sons, 1984. A 30-minute lesson for the on-the-job writer or students in how to revise and translate prose, the tape illustrates an eight-step revision process--in action, analyzing, and editing excerpts from actual business writing.	LCC	BUS. ADM.	SP. 155 EN. 156
2	Speaking Effectively: To One or One Thousand. (film). Scarborough: McGraw-Hill Ryerson, 1979. $710.00 Describes 10 key communications skills for effective interpersonal communication.	LCC	BUS. ADM.	SP. 155 EN. 156

SECRETARIAL SCIENCE COLLECTION

Priority	SECRETARIAL SCIENCE REFERENCE	Inst.	Prog.	Course
1	The Canadian Secretary's Handbook. Don Mills: Collier Macmillan, 1979. $12.50	LCC	SS	
1	Farmer, Geraldine. Word Division in the Canadian Business Vocabulary. Toronto: Gage.	LCC	SS	BUS. 157
1	Gregg, John Robert et al Gregg Shorthand Dictionary. New York: McGraw-Hill.	LCC	SS	BUS. 157
1	Hutchinson, Lois. Standard Handbook for Secretaries. N.Y.: McGraw-Hill.	LCC	SS	
1	Montgomery, Anne. The Secretary's Administrative Handbook. New York: Wiley, 1984. $19.95	LCC	SS	BUS. 140
1	Sabin, W.A. Reference Manual for Stenographers and Typists. Toronto: McGraw-Hill, 1978. $14.95	LCC	SS	BUS. 142

Priority	SECRETARIAL SCIENCE REFERENCE	Inst.	Prog.	Course
1	Stultz, Russell Allen. The Word Processing Handbook. Englewood Cliffs: Prentice-Hall, 1982.	LCC	SS	BUS. 149

Priority	SECRETARIAL SCIENCE CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Attridge, Catherine & Cunnington, Joan. Contemporary Office Procedures. Toronto: McGraw-Hill, 1983.	LCC	SS	BUS. 140 142
1	Attridge, Catherine. Office Procedures: A Word Processing Approach. Toronto: McGraw-Hill, 1983.	LCC	SS	BUS. 155
1	Belker, Loren. The Successful Secretary: You, Your Boss, and the Job. New York: AMACOM, 1981.	LCC	SS	BUS. 143
1	Bergerud, Marly. Word Processing Concepts and Careers. Toronto: John Wiley & Sons.	LCC	SS	BUS. 149 169
2	Blomfield, Richard B. et al. Leadership in the Office: Guidelines for Office Supervisors. New York: American Management Assoc., 1983.	LCC	SS	BUS. 143
1	Branchow, Bernadine. Office Procedures for the Professional Secretary. Chicago: Science Research Associates, 1984.	LCC	SS	BUS. 142
2	Cassedy, Ellen and Karen Nussbaum. 9 to 5: The Working Woman's Guide to Office Survival. Markham: Penguin, 1983.	LCC	SS	

Priority	SECRETARIAL SCIENCE CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
2	Clark, Donna Goodrich. How to Set Up and Run a Typing Service. New York: Wiley, 1983. $8.95	LCC	SS	
2	Cohen, Elaine. Planning the Electronic Office. New York: McGraw-Hill, 1983. $37.50 (est.)	LCC	SS	BUS. 155 140
1	Executive Secretarial Procedures. Toronto: McGraw-Hill, 1981.	LCC	SS	BUS. 142
1	Henry, Porter. Greater Efficiency in the Small Office. Reading: Addison-Wesley, 1983. $18.95	LCC	SS	BUS. 140 142
1	Information/Word Processing Glossary. Willow Grove: International Word Processing, 1982. $15.00	LCC	SS	BUS. 149 155
1	Johnson, Bonnie McDaniel. Getting the Job Done: A Guide to Better Communication for Office Staff. Glenview: Scott, Foresman, 1984. $7.95	LCC	SS	BUS. 143
2	Keisel, Marie. Career Strategies for Secretaries: How to Get Where You Want to Be. Chicago: Contemporary Books, Inc., 1982.	LCC	SS	
1	Kutie, Joan L. Rhodes. Secretarial Procedures for the Electronic Office. New York: Wiley, 1983. $15.95	LCC	SS	BUS. 142
1	Maedke, Wilmer, et al. Information and Records Management. Encins: Glencoe Pub. Co. Inc., 1981.	LCC	SS	BUS. 155 140

Priority	SECRETARIAL SCIENCE CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Mastering Business Etiquette and Protocol. New York: The Research Institute of America. $4.95	LCC	SS	BUS. 141
1	Ubelacker, Sandra and Rita Guest. Mastering Keyboarding Skills. Toronto: Copp Clark Pitman, 1983. $20.58	LCC	SS	BUS. 150 151
1	Melanson, Marg. Keyboarding Proficiency Drills. Toronto: Copp Clark Pitman, 1982. $10.29	LCC	SS	BUS. 150 151
2	Mitchell, Carol A. Machine Transcription: A Comprehensive Approach for Today's Office Specialist. Indianapolis: Bobbs-Merrill Educ. Pub., 1983. $10.95	LCC	SS	BUS. 150 151
2	Place, Irene and David J. Hyslop. Records Management: Controlling Business Information. Reston: Reston Pub. Co., 1982. $28.95	LCC	SS	BUS. 155
1	Steinmetz, Lawrence L. Human Relations: People and Work. New York: Harper & Row, 1979.	LCC	SS	BUS. 143
1	Tarnai, Lois. The Canadian Office Today. Toronto: J. Wiley, 1982.	LCC	SS	BUS. 140
1	Timm, Paul R. People at Work: Human Relations in Organizations. St. Paul: West Publishing, 1982.	LCC	SS	BUS. 143
1	Waite, Mitchell and Julie Arca. Word Processing Primer. Peterborough: Byte/McGraw-Hill, 1982.	LCC	SS	BUS. 149

Priority	SECRETARIAL SCIENCE SERIAL	Inst.	Prog.	Course
	Canadian Secretary. (quarterly) (film) Toronto: Canadian Secretary. $8.00 per yr.	LCC	SS	

Priority	SECRETARIAL SCIENCE MEDIA	Inst.	Prog.	Course
1	Telephone Courtesy Pays. (film). Mississauga: Marlin Motion Picture (Dist.), 1983 $715.00 "Demonstrates skills essential to telephone courtesy and develops key attitudes underlying these skills."	LCC	SS	
2	Customer on Line Three. (film). Toronto: International Tele-film Ent.	LCC	SS	

THE NURSING COLLECTION

Priority	NURSING REFERENCE	Inst.	Prog.	Course
1	AARN Nursing Practice Standards. Edmonton: Alberta Association of Registered Nurses.	UL LCC	BN NR	
2	Bullough, Bonnie and Vern L. Bullough and Barrett Elcano. Nursing: A Historical Bibliography. New York: Garland, 1981.	UL	BN	
1	The CNA Definition of Nursing Practice Standards. Ottawa: Canadian Nurses Association.	UL LCC	BN NR	
1*	Dox, Ida and B. Melloni and G. Eisner. Melloni's Illustrated Medical Dictionary. Baltimore: The William & Wilkins Co., 1979.	AVC LCC UL	RNA NR BN	
1	Gray, Henry. Gray's Anatomy. New York: Churchill Livingstone, 1980. $35.00	LCC SAIT	NR	 Anatomy & Physiology 11

Priority	NURSING REFERENCE	Inst.	Prog.	Course
1	Gilman, Alfred et al. Goodman and Gilman's The Pharmacological Basis of Therapeutics. Toronto: Macmillan, 1980.	LCC UL	NR BN	
1	Hamilton, Helen K. Definitions (The Nurse's Reference Library) Springhouse: Intermed Communications, 1983. $25.00	AVC LCC UL	RNA NR BN	
1	Hamilton, Helen K. Diagnostics ... Post-Test Care. (Nurse's Reference Library). Springhouse: Intermed Communications, 1981. $25.00	UL	BN	
1	Hamilton, Helen K. Diseases: Causes and Diagnosis, Current Therarpy ... (Nurse's Reference Library). Springhouse, Intermed Communications, 1981. $25.00	LCC UL	NR BN	NUR 3003
1*	Hamilton, Helen K. Procedures: Bedside Care, Life Support ... (Nurse's Reference Library; 5) Springhouse: Intermed, 1983. $25.00	AVC LCC UL	RNA NR BN	
2	Hobvey, David N. The Merck Manual of Diagnosis and Therapy. Rahway: Merck Sharp & Dohme Research.	UL	BN	
2	Krogh, Carmen M.E. (Ed.) Compendium of Pharmaceuticals and Specialties. Ottawa: Canadian Pharmaceutical Assoc., 1985.	UL	BN	
1	Last, John M. A Dictionary of Epidemiology. New York: Oxford University Press, 1983.	UL	BN	NUR 3003
1*	The Lippincott Manual of Nursing Practice. Toronto: J.B. Lippincott, 1982.	AVC LCC UL	RNA NR BN	
1	Miller, Benjamin F. and Claire Brackman Keane. Encyclopedia and Dictionary of Medicine, Nursing & Allied Health. Philadelphia: W.B. Saunders, 1983.	AVC LCC UL	RNA NR BN	

Priority	NURSING REFERENCE	Inst.	Prog.	Course
2	Nursing Administration: A Selected Annotated Bibliography of Current Periodical Literature in Nursing Administration and Management. New York: National League for Nursing, 1984. $5.00	UL	BN	
1*	Potter, Diana O. Assessment: Patient History ... (The Nurses Reference Library 82). Springhouse: Intermed Communications Ltd., 1982. $25.00	LCC UL AVC	NR BN RNA	NUR 3004
1	Potter, Diana O. Emergencies: Setting Priorities ... (Nurse's Reference Library). Springhouse: Springhouse Corporation, 1985. $25.00	LCC UL	NR BN	
1	Potter, Diana O. Practices: Legal Risks, Ethics ... (Nurses Reference Library). Springhouse: Intermed Communications, 1984. $25.00	LCC UL	NR BN	NUR 3005
1	Sloane, Sheila B. The Medical Word Book: A Spelling and Vocabulary Guide to Medical Transcription. Philadelphia: W.B. Saunders, 1973.	SAIT	MED. TR.	
1	Strauch, Katina P. and Dorothy J. Brundage. Guide to Library Resources for Nursing. New York: Appleton-Century-Crofts, 1980.	UL	BN	
1	Thomson, William A.R. Black's Medical Dictionary. Totowa: Barnes & Noble.	AVC LCC UL	RNA NR BN	
1	Tver, David and Percy Russell. The Nutrition and Health Encyclopedia. New York: Van Nostrand Reinhold Co., 1981. $20.00 (est.)	UL	BN	
1	Urdang, Laurence. Mosby's Medical and Nursing Dictionary. Toronto: C.V. Mosby, 1983.	AVC LCC UL	RNA NR BN	

Priority	NURSING REFERENCE	Inst.	Prog.	Course
1	Wagner, Maryanne. Drugs ... Pharmacology, Toxicity. Springhouse: Intermed Communications, 1982. $25.00	LCC UL	NR BN	

Priority	NURSING CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
2	Aaron, James E. First Aid and Emergency Care: Prevention and Protection of Injuries. New York: Macmillan, 1979.	AVC LCC UL	RNA NR BN	
3	Alexander, Mary Merkel. Pediatric History Taking and Physical Diagnosis for Nurses. New York: McGraw-Hill, 1979.	LCC UL	NR BN	 NUR 3004
2	Anastas, Lila. Your Career in Nursing. New York: National League for Nursing, 1984.	LCC UL	NR BN	
1	Anderson, Paul D. Clinical Anatomy and Physiology for Allied Health Sciences. Philadelphia: W.B. Saunders, 1976. $20.00	LCC UL	NR BN	
2	Andreoli, Kathleen. Comprehensive Cardiac Care: A Text for Nurses, Physicians, and Other Health Practitioners. St. Louis: Mosby, 1983. $19.95	AVC. LCC UL	RNA NR BN	
1	Anthony, Catherine Parker and Gary Thibodean. Textbook of Anatomy and Physiology. Toronto: C.V. Mosby Co., 1983.	LCC SAIT LCC	NR AI	 Anatomy & Phys. B10
2	Asperheim, Mary K. and Eisenhauer, Laurel A. The Pharmacologic Basis of Patient Care. Philadelphia: W.B. Saunders, 1981. $20.00	UL	NR	
2	Bender, Arnold E. Nutrition for Medical Students. New York: Wiley, 1982.	LCC UL	NR BN	

Priority	NURSING CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
3	Block, Gloria. Health Assessment for Professional Nursing: A Developmental Approach. New York: Appleton-Century-Crofts, 1981.	LCC UL	NR BN	 NUR 3004
1	Bobak, Irene M. Essentials of Maternity Nursing. St. Louis: Mosby, 1984.	LCC UL	NR BN	
3	Bouchard, Nancy. Nursing Care of the Cancer Patient. St. Louis: Mosby, 1981. $30.00	LCC UL	NR BN	
3	Bouhuys, Arend. The Physiology of Breathing. New York: Grune & Stratton, 1977.	LCC UL	NR BN	
1	Braden, Carrie Jo. The Focus and Limits of Community Health Nursing. Norwalk: Appleton-Century-Crofts, 1984.	LCC UL	NR BN	
3	Brown, Pat. The Other Side of Growing Older. London: Macmillan, 1982.	AVC LCC	RNA NR	
3	Bullough, Bonnie. The Law and the Expanded Nursing Role. New York: Appleton-Century-Crofts, 1980.	UL	BN	NUR 3005
3	Bullough, Vern L. History, Trends, and Politics of Nursing. Norwalk: Appleton-Century-Crofts, 1984.	UL	BN	NUR 3003 3005
2	Cahoon, Margaret. Cancer Nursing. New York: Churchill, 1982. $20.00	LCC UL	NR BN	
2	Campbell, Jacquelyn. Nursing Care of Victims of Family Violence. Reston: Reston Pub. Co., 1984.	LCC UL	NR BN	
2	Davies, Paul M. Medical Terminology in Hospital Practice. London: William Heinemann.	SAIT	MED. TR.	

Priority	NURSING CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
3	Diehl, Marcy Otis. *Medical Transcribing: Techniques and Procedures*. Philadelphia: Saunders, 1979.	SAIT	MED. TR.	
2	Elkins, Carolyn P. *Community Health Nursing: Skills and Strategies*. Bowie: R.J. Brady, 1984.	LCC UL	NR BN	NURS 3001
2	England, Marjorie A. *Color Atlas of Life Before Birth: Normal Fetal Development*. Chicago: Year Book Medical Publishers, 1983.	LCC UL	NR BN	
2	Ferholt, J. Deborah. *Clinical Assessment of Children: A Comprehensive Approach to Primary Pediatric Care*. Philadelphia: Lippincott, 1980.	LCC	NR	NUR 3004
2	Flynn, Janet-Beth McCann. *Nursing: From Concept to Practice*. Bowie: R.J. Brady Communication, 1984.	UL	BN	NUR 3003
2	Freeman, Ruth B. and Janet Heinrich. *Community Health Nursing Practice*. Philadelphia: W.B. Saunders, 1981. $20.00	LCC UL	NR BN	NUR 3001
3	Fuszaard, Barbara. *Self-Actualization for Nurses: Issues, Trends, and Strategies for Job Enrichment*. Rockville: Aspen Systems Corp., 1984.	LCC UL	NR BN	
1	Gerrard, Brian and Wendy Boniface. *Interpersonal Skills for Health Professionals*. Reston: Reston Pub., 1980. $21.20	AVC LCC UL	RNA NR BSC	
1	Hanna, Kathryn J. *Sanders? Self-Assessment and Review Guide for Nursing*. Toronto: W.B. Saunders, 1985	LCC UL	NR BN	
3	Gioiella, Evelynn. *Nursing Care of the Aging Client: Promoting Healthy Adaptation*. Norwalk: Appleton-Century-Crofts, 1985.	AVC LCC UL	RNA NR BN	NUR 3001

Priority	NURSING CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
3	Griffith, Janet W. Nursing Process: Application of Theories, Frameworks, and Models. St. Louis: C.V. Mosby, 1982.	UL	BN	NUR 3000
3	A Guide to Infant Nutrition, the Rationale for Health Professionals. Edmonton: Alberta Social Services and Community Health, 1983.	LCC UL	NR BN	
3	Hall, John. Psychology for Nurses and Health Visitors. London: Macmillan, 1982.	LCC UL	NR BN	
1	Hill, Patty. Human Growth and Development Throughout Life: A Nursing Perspective. New York: Wiley, 1982.	LCC UL	NR BN	
1	Hitner, Henry. Basic Pharmacology for Health Occupations. Indianapolis: Bobbs-Merrill, 1980.	LCC UL	NR BN	
2	Hodges, Robert E. Nutrition: Metabolic and Clinical Applications. New York: Plenum, 1979.	LCC	NR	
2	Hojnacki, Linda. Handbook of Cardiovascular Rehabilitation for Nurses. Reston: Reston, 1984. $14.95	LCC UL	NR BN	
2	Holderby, Robert A. and Elizabeth G. McNutty. Treating & Caring: A Human Approach to Patient Care. Reston: Reston, 1982.	AVC LCC	RNA NR	
2	Insel, Paul M. and Walton T. Roth. Core Concepts in Health. Palo Alto: Mayfield, 1979.	AVC LCC UL	RNA NR BN	
2	Jarvis, Linda L. Community Health Nursing: Keeping the Public Healthy. Philadelphia: F.A. Davis, 1981. $30.00	LCC UL	NR BN	 NUR 3001

Priority	NURSING CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
3	Jernigan, Dale. *Standards, Job Descriptions, and Performance Evaluations for Nursing Practice*. Norwalk: Appleton-Century-Crofts, 1983.	LCC UL	NR BN	
3	Kalish, Richard A. *Death, Grief and Caring Relationships*. Monterey: Brooks/Cole Pub., 1981.	AVC LCC UL	RNA NR BN	
2	Kubler-Ross, Elizabeth. *Death: The Final Stage of Growth*. Englewood Cliffs: Prentice-Hall, 1975. $10.95	AVC LCC UL	RNA NR BN	
2	Jones, Dorothy A. et al. *Health Assessment Across the Life Span*. New York: McGraw-Hill, 1984.	AVC LCC UL	RNA NR BN	
3	Kim, Hesook Suzie. *The Nature of Theoretical Thinking in Nursing*. East Norwalk: Appleton-Century-Crofts, 1983.	UL	BN	NUR 3000
3	Langford, Teddy. *Managing and Being Managed: Preparing for Professional Nursing Practice*. Englewood Cliffs: Prentice-Hall, 1981.	UL	BN	NUR 3005
1	Laurence, Margaret. *The Stone Angel*. Toronto: McClelland, 1968. $3.95 pb	AVC	RNA	
3	Leddy, Susan. *Conceptual Bases of Professional Nursing*. Philadelphia: Lippincott, 1985.	UL	BN	NR 3003
2	Long, Barbara. *Essentials of Medical Surgical Nursing: A Nursing Process Approach*. St. Louis: Mosby, 1985.	LCC UL	NR BN	 NUR 3006
3	McFarland, Gertrude K. *Nursing Leadership and Management: Contemporary Strategies*. New York: Wiley, 1984.	UL	BN	NUR 3005
1	Mahoney, Elizabeth. *How to Collect and Record Health History*. Philadelphia: Lippincott, 1982.	AVC LCC UL	RNA NR BN	 NUR 3004

Priority	NURSING CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
1	Marriner, Ann. Guide to Nursing Management. St. Louis: Mosby, 1984.	UL	BN	NUR 3005
2	Moore, Keith L. Before We Are Born: Basic Embryology and Birth Defects. Philadelphia: Saunders, 1983.	LCC UL	NR BN	
2	Muir, Bernice. Essentials of Genetics for Nurses. New York: Wiley, 1983.	LCC UL	NR BN	
2	Nowak, Janie Brown. Career Planning in Nursing. Philadelphia: Lippincott, 1984.	LCC UL	NR BN	
3	Olds, Sally B. Maternal-Newborn Nursing: A Family-Centered Approach. Melo Park: Addison-Wesley Pub. (Nursing Division), 1984.	LCC UL	NR BN	
2	Petrowski, Dorothy. Handbook of Community Health Nursing: Essentials for Clinical Practice. New York: Springer, 1984.	LCC UL	NR BN	NUR 3001
1	Purtilo, David T. A Survey of Human Diseases. Reading: Addison-Wesley, 1978. $20.00	LCC UL	NR BN	NUR 3003
2	Riggs, Gail Kershner. Rheumatic Diseases: Rehabilitation and Management. Boston: Butterworth, 1984.	LCC UL	NR BN	NUR 3003
2	Roy, Callista. Introduction to Nursing: An Adaptive Model. Englewood Cliffs: Prentice-Hall, 1984.	LCC UL	NR BN	
1	Shane, Donea L. Returning to School: A Guide for Nurses. Englewood Cliffs: Prentice-Hall, 1983.	LCC UL	NR BN	
2	Smith, Genevieve Love et al. Quick Medical Terminology: A Self-Teaching Guide. Toronto: John Wiley, 1984.	SAIT	MED. TR.	

Priority	NURSING CIRCULATING MONOGRAPHS	Inst.	Prog.	Course
2	Stevens, Barbara J. *Nursing Theory: Analysis, Application, Evaluation*. Boston: Little, 1984.	UL	BN	NUR 3000
2	Stewart, Jane Emmert. *Home Health Care*. St. Louis: C.V. Mosby, 1979.	AVC LCC	RNA NR	
2	Sundeen, Sandra J. *Nurse-Client Interaction: Implementing the Nursing Process*. Toronto: Mosby, 1981.	LCC UL	NR BN	
2	Swonger, A.K. *Nursing Pharmacology: A Systems Approach to Drug Therapy and Nursing Practice*. Boston: Little Brown, 1978.	UL	BN	
1	Umbreit, John. *Physical Disabilities and Health Impairments: An Introduction*. Columbus: C.E. Merrill, 1983.	AVC LCC	RNA NR	
1	Whaley, Lucille F. *Nursing Care of Infants and Children*. St. Louis: Mosby, 1983.	AVC LCC UL	RNA NR BN	
2	Wiener, Matthew B. and Ginette A. Pepper et al. *Clinical Pharmacology and Therapeutic Nursing*. Toronto: McGraw-Hill, 1979. $30.00	LCC UL	NR BN	
2	Wilting, Jennie. *People, Patients, and Nurses: A Guide For Nurses Toward Improved Interpersonal Relationships*. Edmonton: University of Alberta Press, 1980.	LCC UL	NR BN	
1	Yurick, Ann Gera. *The Aged Person and the Nursing Process*. Norwalk: Appleton-Century-Crofts, 1984.	AVC LCC UL	RNA NR BN	

Priority	NURSING MEDIA	Inst.	Prog.	Course
1	Aging, An Individual Matter (Videotape). (Gerontological Nursing Series #2). New York: American Journal of Nursing Co., 1979.	AVC LCC UL	RNA NR BN	
1	The Assessment Interview. (Videotape). New York: American Journal of Nursing Co., Educational Services Division. Summary: Presents various techniques to enhance communication during the nurse-client interview.	AVC LCC UL	RNA NR BN	
2	Mental Health Nursing. (3/4" Videotape - 30 min.) New York: American Journal of Nursing, Educational Services Div., 1977. Presents course instructor Eugene I. Pavalon and guest Patrick Murphy analyzing the concepts of patients' rights to treatment confidentially, least restrictive alternative and privacy. Discusses legal implications for nurses involved in mental health care.	LCC UL	NR BN	
2	The Pediatric Examination - Art and Process - A Series. (Videotape). Philadelphia: Lippincott, 1977.	LCC UL	NR BN	

Examination of the Infant	50 min.
Examination of the Pre-School Age Child	45 min.
Examination of the School Age Child	45 min.
Examination of the Toddler	35 min.
Neurologic Examination	40 min.

Discusses techniques and processes of a thorough physical examination of normal children from infancy through school age. Shows various methods of gaining the child's cooperation during the exams.

The following videotapes, recommended for use by the Grant MacEwan Community College Health Science Department Operations Manual for the Nursing Refresher Program (p.35) should be acquired for the collection.

Tape I	Program # (1)	Catherization	30 min.
Tape II	Program # (2)	Bladder Irrigation & Instillation	
	Program # (3)	Care of a Patient With Catheter	34 min.

NURSING MEDIA-CONTINUED

Tape III	Program # (7)	Wound Drains	
	(8)	Wound Irrigation	
	(11)	Ostomy Care	42 min.
Tape IV	Program # (4)	Naso-gastric Tube Insertion & Maintenance	
	(12)	Oxygen Therapy	38 min.
Total V	Program # (5)	Care of the Diabetic Patient	
	# (9)	Neurovascular Assessment of a Limb	
	# (6)	Removal of Suture and Clips	33 min.
Tape VI	Program # (10 I)	Intraveneous Set-up	45 min.
Tape VII	Program # (10 II)	I.V. Maintenance	
	(10 V)	I.V. Medications	42 min.
Tape VIII	Program # (10 III)	I.V. Transfusions	
	(10 IV)	Total Parenternal Nutrition	35 min.

Priority	NURSING SERIALS-INDEX	Inst.	Prog.	Course
1	International Nursing Index 1986+ New York: American Journal of Nursing Co. $162.00 per year.	AVC LCC UL	RNA NR BN	
1	International Nursing Index (backfiles 84-85) New York: American Journal of Nursing Co.	AVC LCC UL	RNA NR BN	

Priority	NURSING SERIALS	Inst.	Prog.	Course
	American Journal of Nursing (monthly). New York: American Journal of Nursing Co. $34.00 per year.	AVC UL	NR BN	
	The Canadian Nurse (monthly) Ottawa: Canadian Nurses Assoc. $19.00 per year.	AVC LCC UL	RNA NR BN	
	The Journal of Practical Nursing (10 issues per year) New York: National Association for Pract. Nurse Education. $28.00 per yr.	AVC	RNA	

Priority	NURSING SERIALS -CONTINUED	Inst.	Prog.	Course
	Nursing Forum (quarterly) Hillsdale, N.J.: Nursing Pub.Inc. $30.00 per year.	LCC UL	NR BN	
	Nursing Life: The Magazine for Professional Growth and Fulfillment (bimonthly). Springhouse, PA: Springhouse Corp. $17.00 per year.	AVC	RNA	
	Nursing Management (monthly) Chicago: Nursing Management $40.00 per year.	LCC UL	NR BN	
	RN (monthly) Oradell, N.J.: Medical Economics Co. $30.00 per year.	LCC	NR	

Priority	EDUCATION COLLECTION REFERENCE
1	Fleming, Bonnie Mack and Darlene Hamilton. Resources for Creative Teaching in Early Childhood Education. New York:Harcourt Brace Jovanovich, 1977. $15.00 (est.)
1	Husen, Torsten and T. Neville Postlethwaite. The International Encyclopedia of Education Research and Studies. Toronto: Pergamon Press, 1985. (10 volumes) $1125.00
1	Trencher, Barbara R. Child's Play: An Activities and Materials Handbook. Atlanta, Georgia: Humanics, 1976. $15.00 (est.)

Priority	EDUCATION INDEX
1	The Education Index: A Cumulative Author/Subject Index to a Selected List of Educational Periodicals, Proceedings, and Yearbooks 1985+. New York: H.W. Wilson Co. $729.00 per year.

Priority	PROFESSIONAL COLLECTION/LIBRARY TECHNIQUES
1	American Library Association. ALA Filing Rules. Chicago: American Library Association, 1980. $5.00
1	Caberceiras, James. The Multimedia Library: Materials Selection and Use. Toronto: Academic Press, 1982.
1	Dialog Database Documentation Chapters (10 Selected Chapters). Palo Alta: Dialog Info. Services, 1985. $60.00
1	Egoff, Sheila. Only Connect: Readings on Children's Literature. Toronto: Oxford University Press, 1980.
1	Gorman, Michael and Paul Winkler. Anglo American Cataloguing Rules. Chicago: American Library Association, 1984 (revised edition). $3.50
1	Guide to Dialog Searching-Complete Guide. Palo Alto: Dialog Info. Services, 1985. $50.00
1	Meacham, Mary. Information Sources in Children's Literature: A Practical Guide. Westport, Conn.: Greenwood Press, 1978.

Priority	PROFESSIONAL COLLECTION/LIBRARY TECHNIQUES: SERIALS
1	Emergency Librarian (bi-monthly). London, Ont.: Dyad Services $20.00 per year.
1	Quill and Quire (monthly). Toronto: McLaren Pub. $38.00 per year.
1	School Library Journal (monthly). New York: Bowker $38.00 per year